Table of Contents

About the Authors

- **John R. Slate** is a Professor at Sam Houston State University where he teaches Basic and Advanced Statistics courses, as well as professional writing, to doctoral students in Educational Leadership and Counseling. His research interests lie in the use of educational databases, both state and national, to reform school practices. To date, he has chaired and/or served over 100 doctoral student dissertation committees. Recently, Dr. Slate created a website (Writing and Statistical Help) to assist students and faculty with both statistical assistance and in editing/writing their dissertations/theses and manuscripts.
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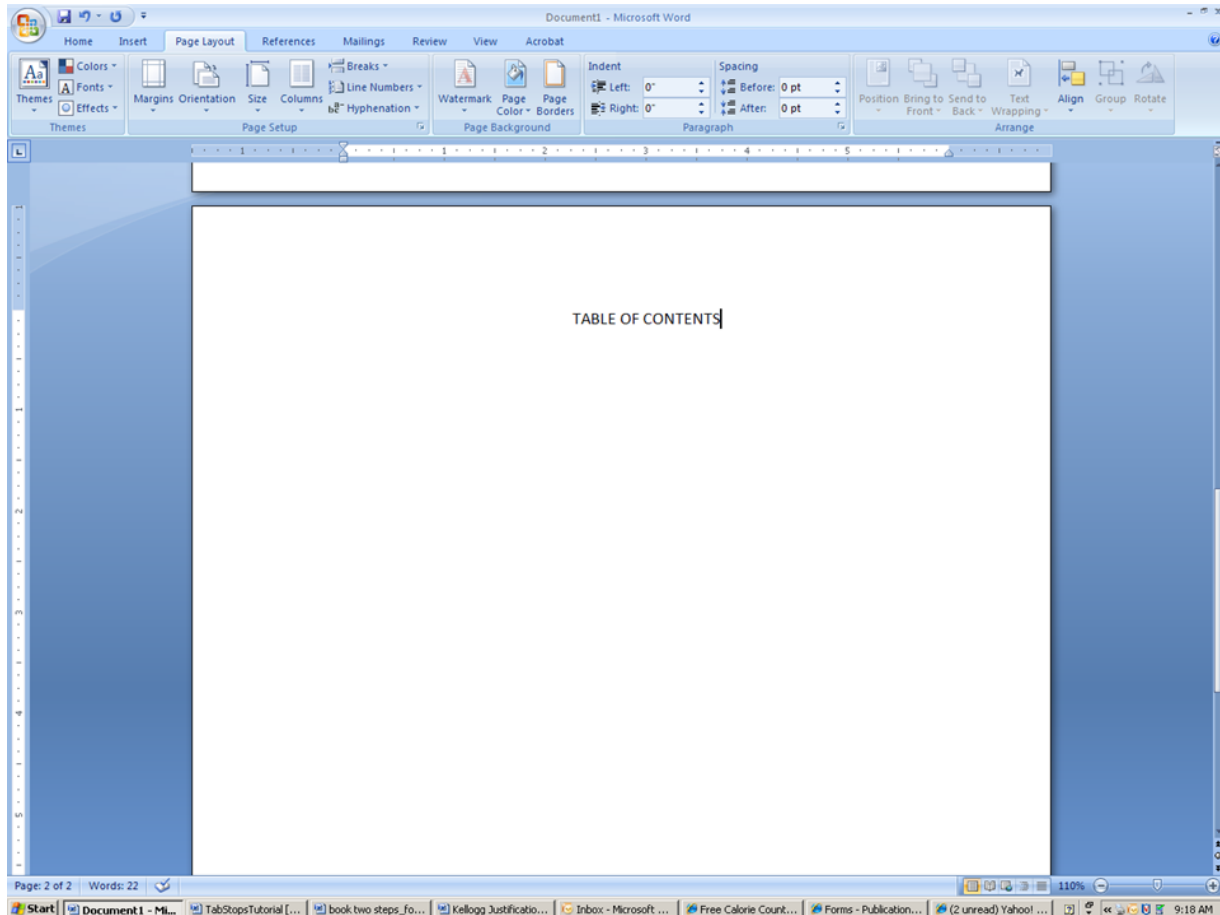
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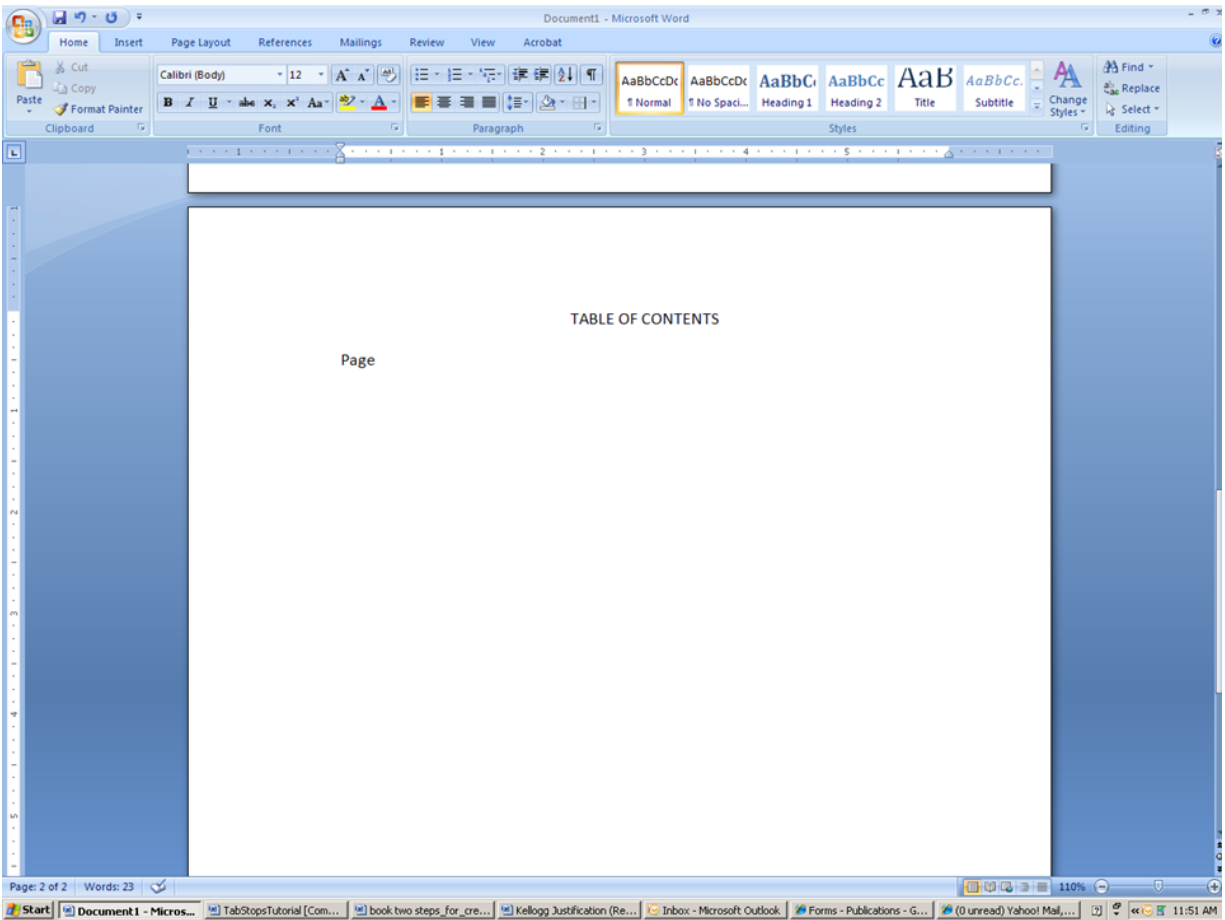
Step One

First open a word document (Microsoft Word or other)

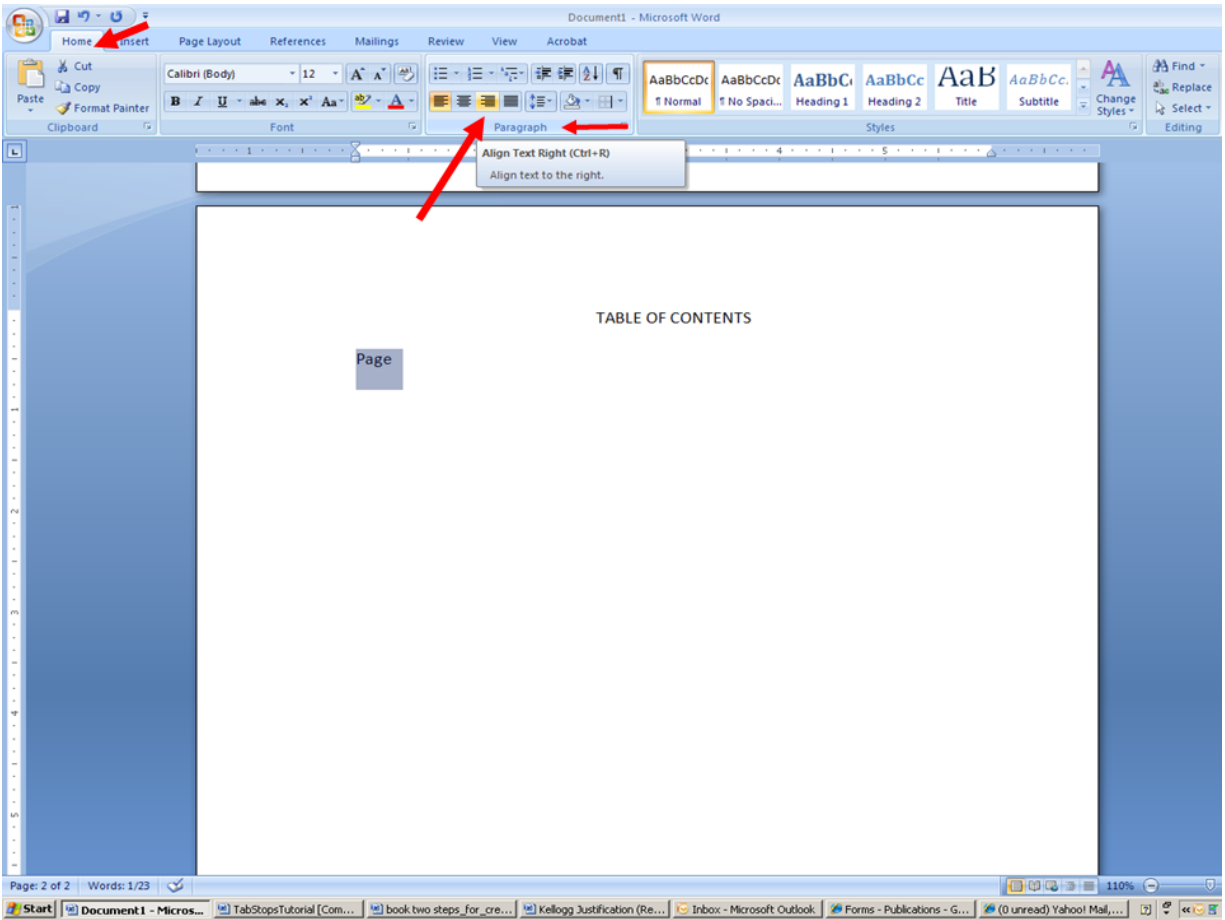***Be sure to check the margins that are specified for your dissertation or thesis**

- √ **First, type in all caps "TABLE OF CONTENTS"**
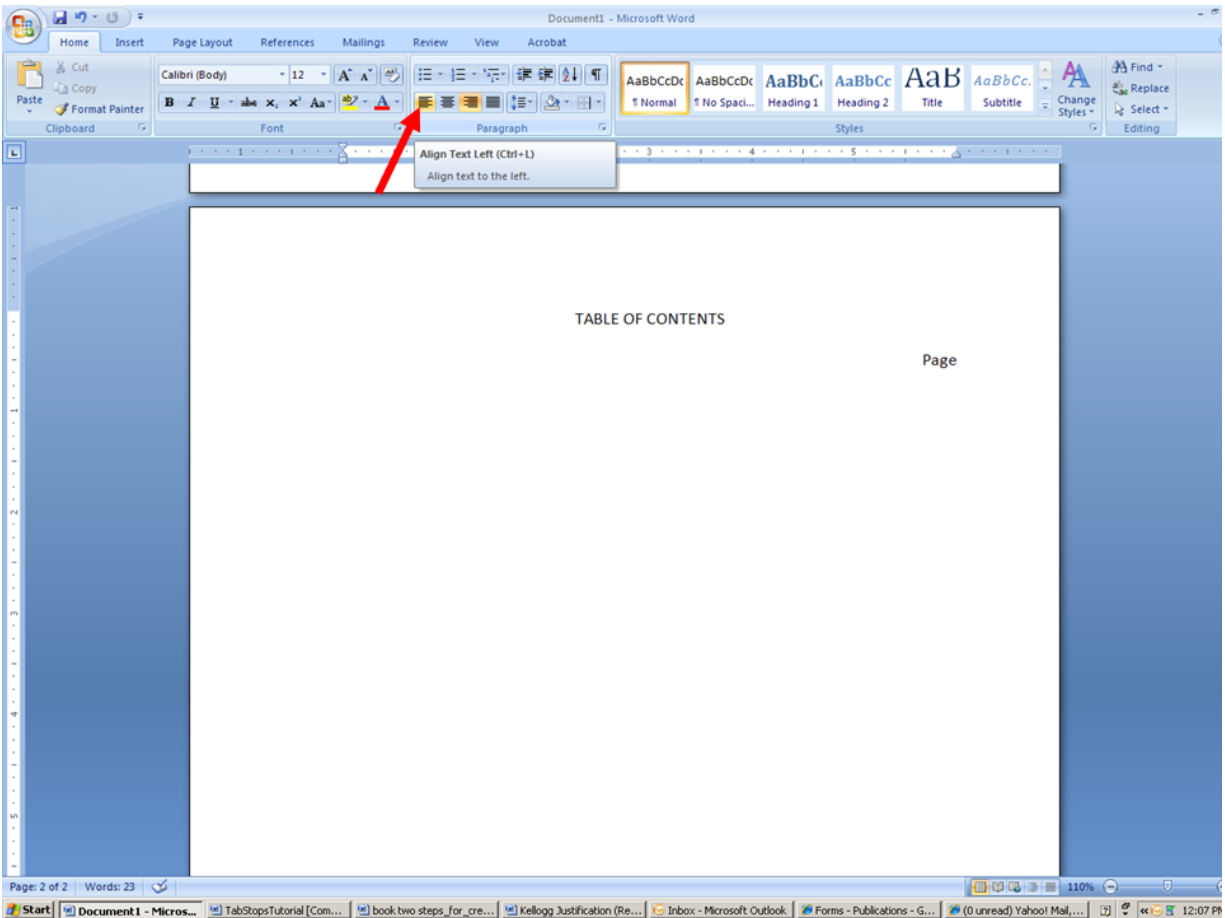- √ **Make sure that the title is centered and your page is double spaced**

- √ **Enter**
- √ **type in "Page"**

- * Highlight word
- * Go to Home
- * Paragraph
- * Highlight "Align Text Right"

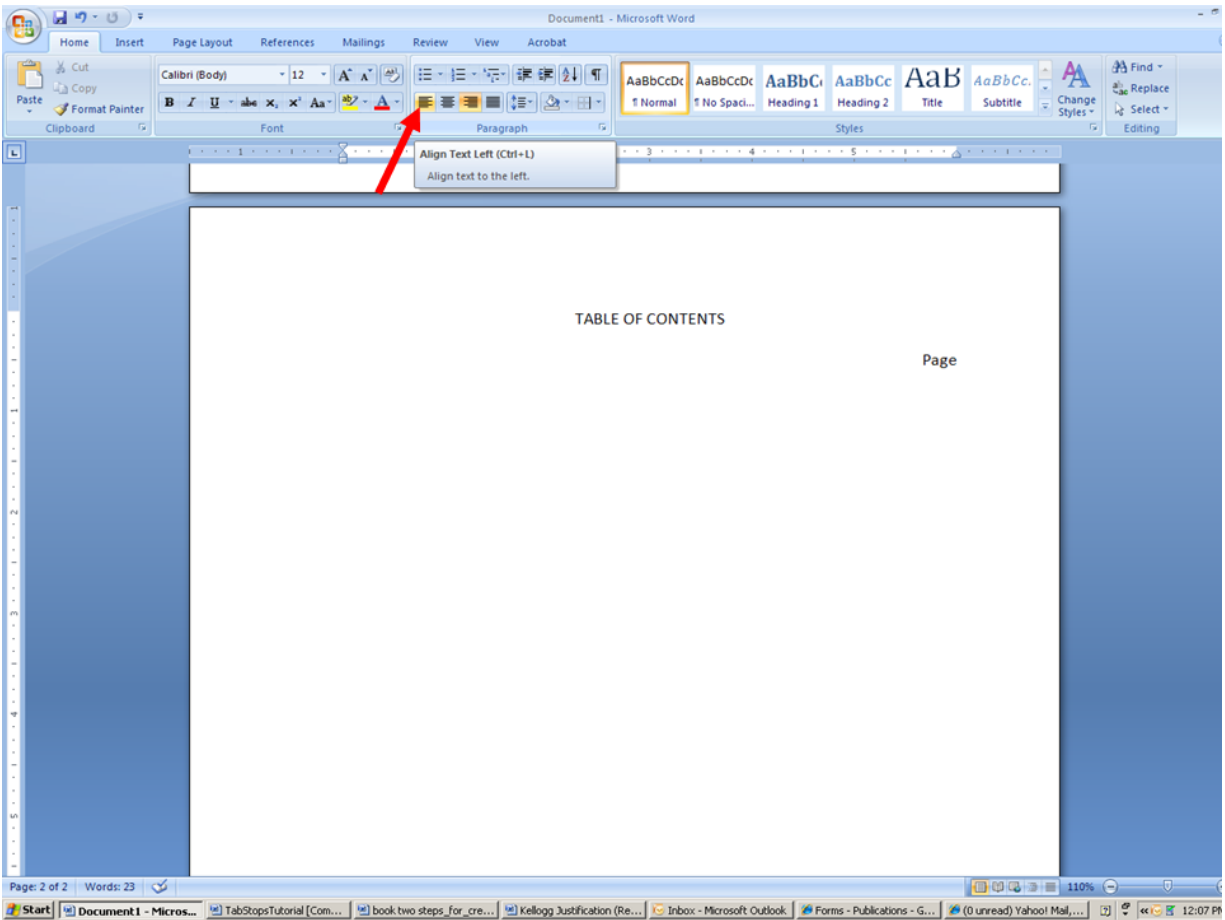- **** Your page should resemble the following:**
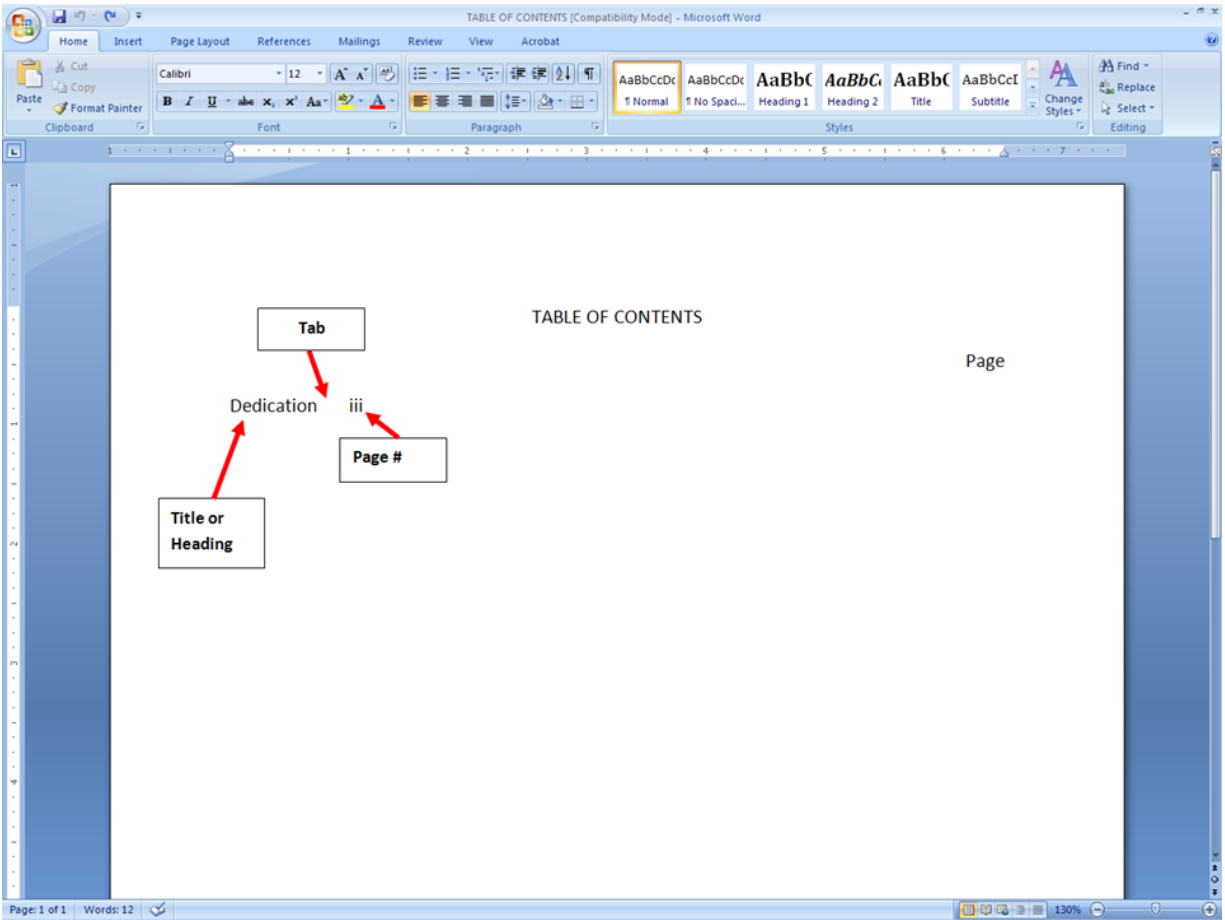
Step Two

The headings in your Table of Contents should be consistent with the headings in your dissertation or thesis.

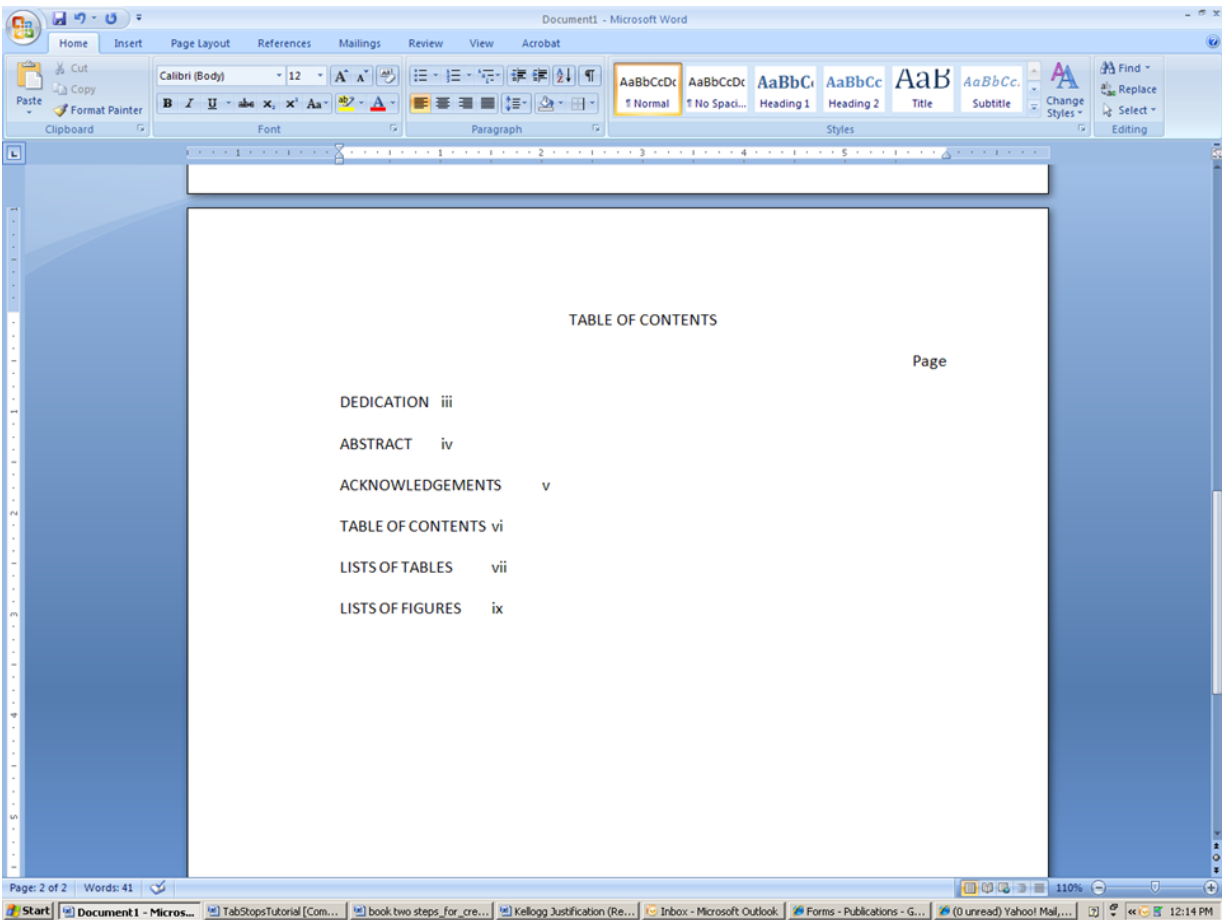**The following is an example of a standard format for a dissertation.**

- **√ Insert the title of each section of your dissertation and its page number**
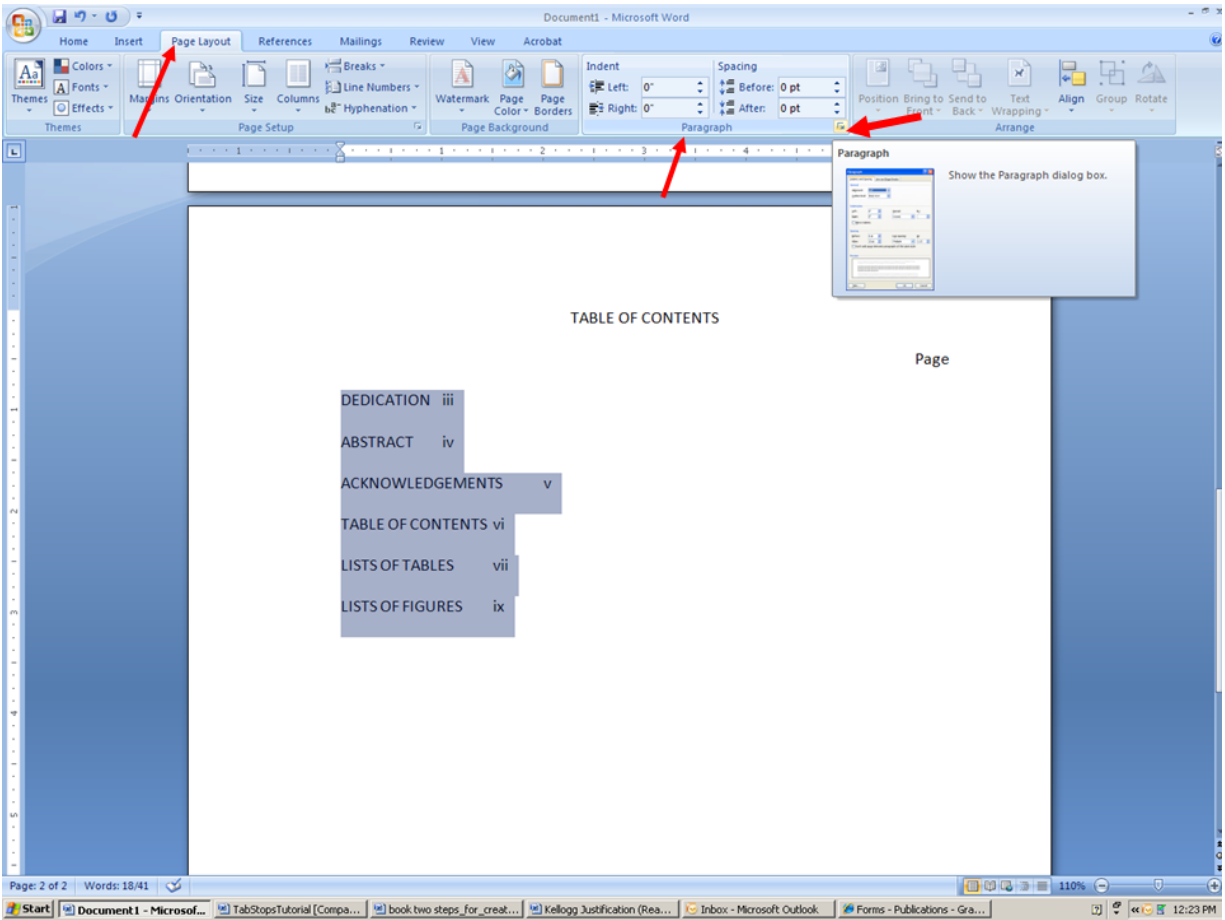- **√ Make sure your paragraph is align text left**

- *** Insert the title or heading**
- *** Hit the tab key**
- ***Type the page number**

TABLE OF CONTENTS

Tab

Page

Dedication   iii

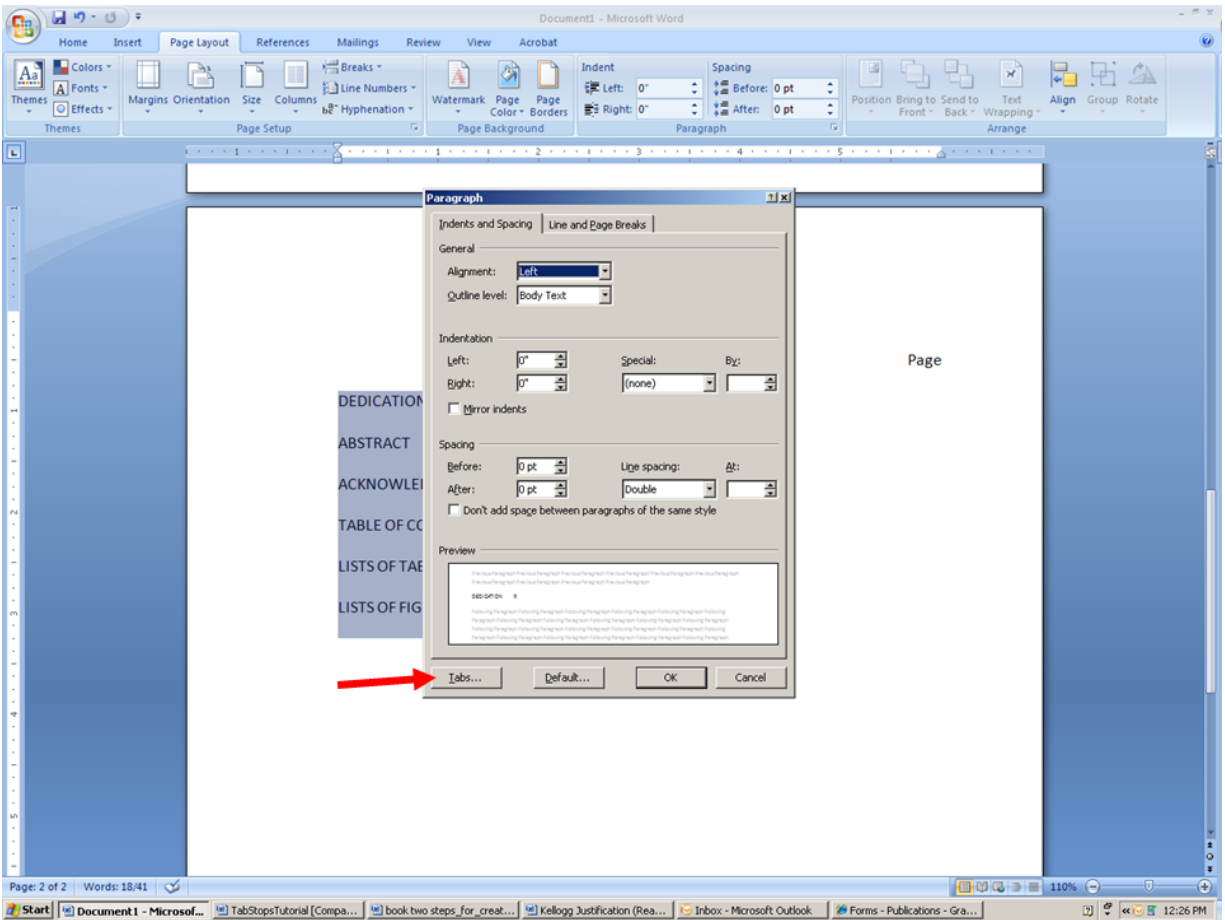Page #

Title or
Heading

- ***** Continue to insert your headings and page numbers until your page resembles the following:**

- √ **Highlight headings**
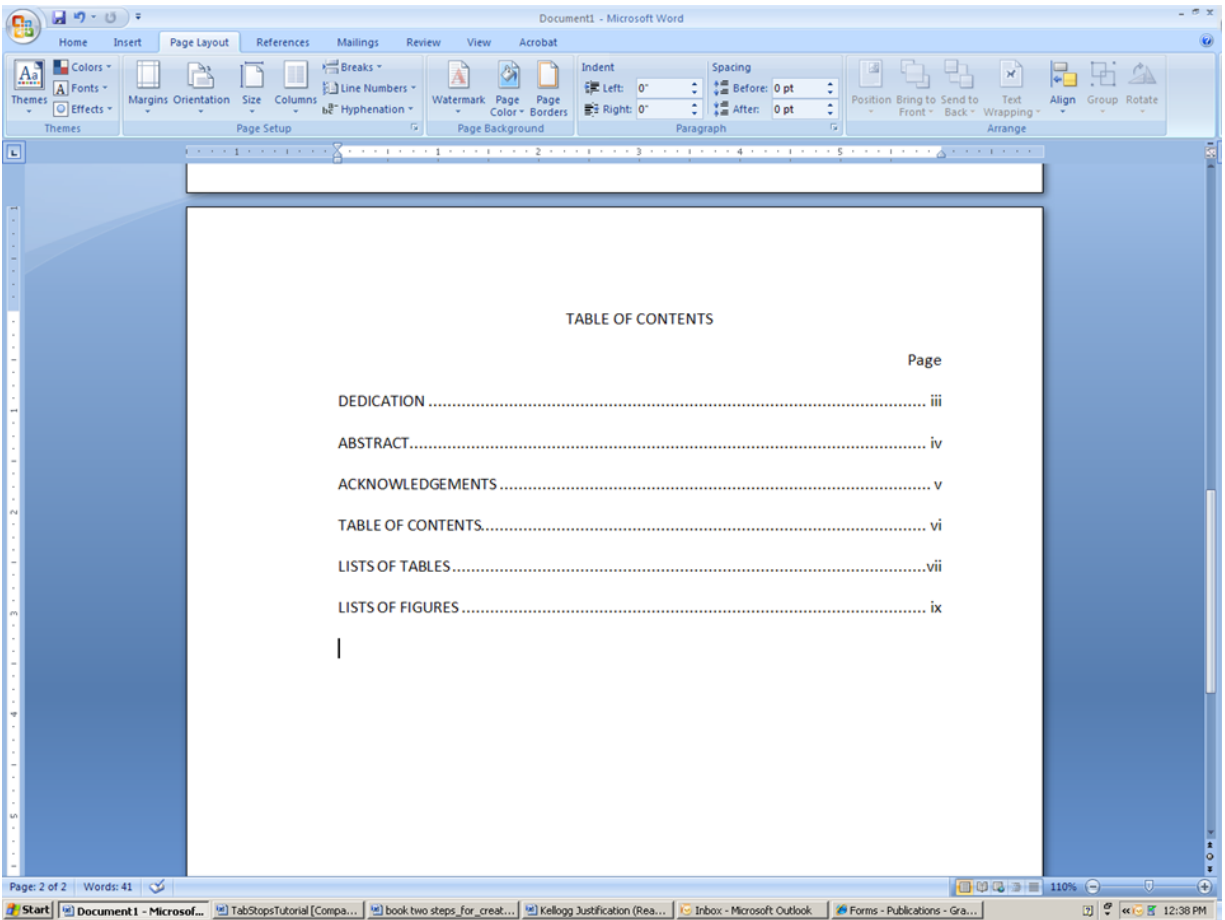- √ **Go to Page Layout**
- √ **Paragraph**
- √ **Paragraph dialog/icon box**

- **** A Paragraph box will appear**
- *** Click "Tabs"**

- *** In Tab stop position: enter 6**
- *** In Alignment: click on Right**
- *** In Leader: 2**
- *** Then enter: Set**
- *** Then OK**

* Your Table of Contents should resemble the following:
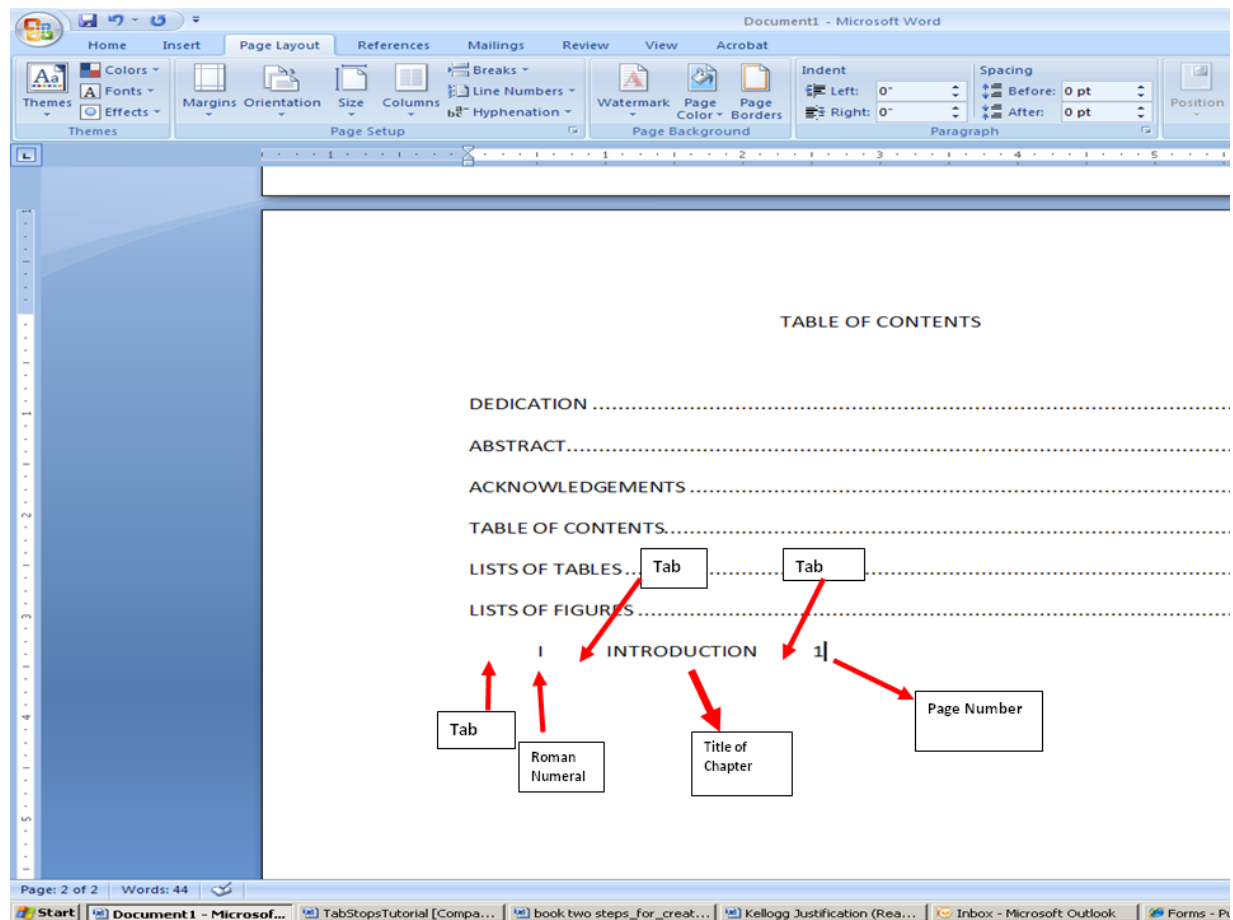
TABLE OF CONTENTS

Page

Step Three

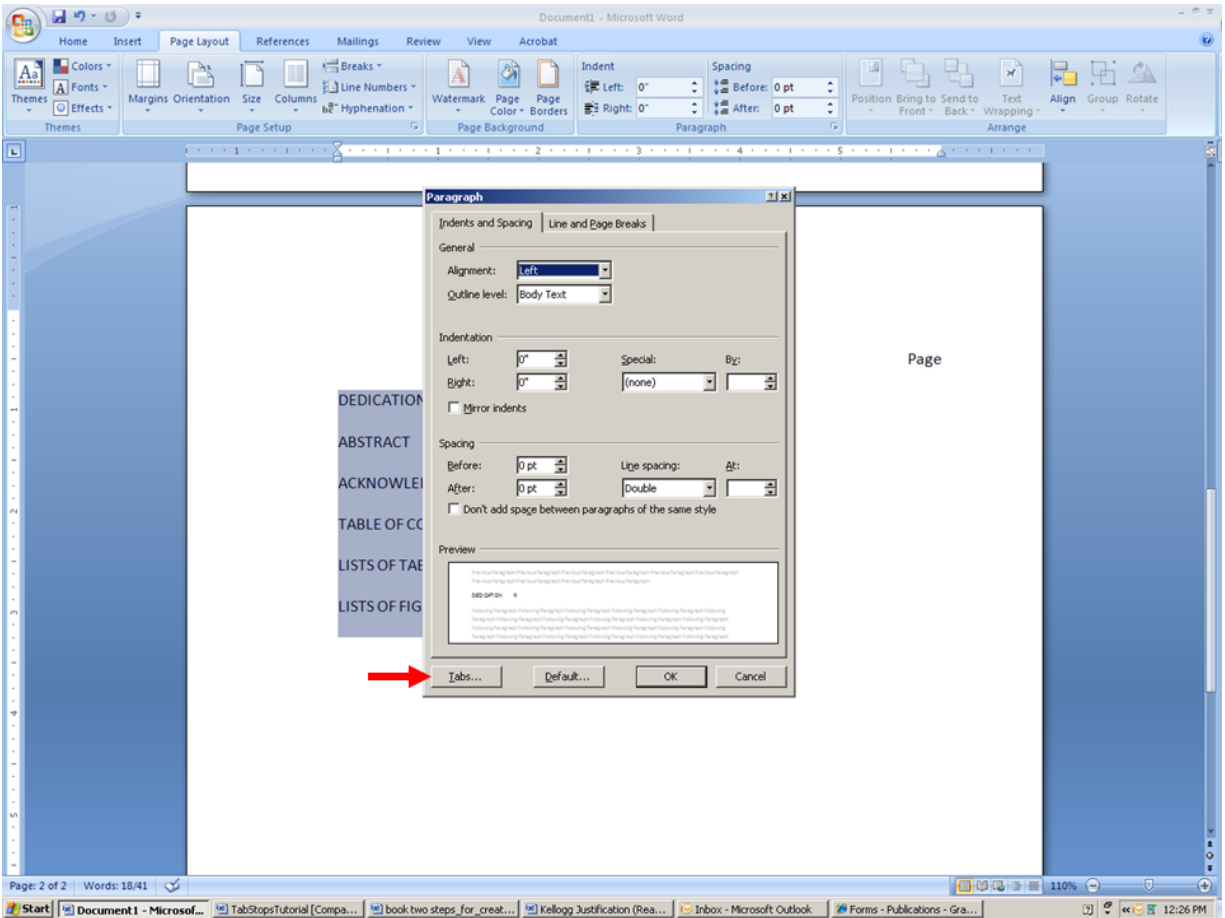### Creating Chapter Titles and page numbers

- √ **Hit Tab key**
- √ **Type a Roman Numeral for the chapter**
- √ **Hit Tab key again**
- √ **Type in the Title of your Chapter**
- √ **Hit the Tab key again**
- √ **Type the page number**

Your Table of Contents should resemble the following:

The screenshot shows Microsoft Word with the following Table of Contents content:

Labels pointing to the content: Tab, Roman Numeral, Title of Chapter, Page Number

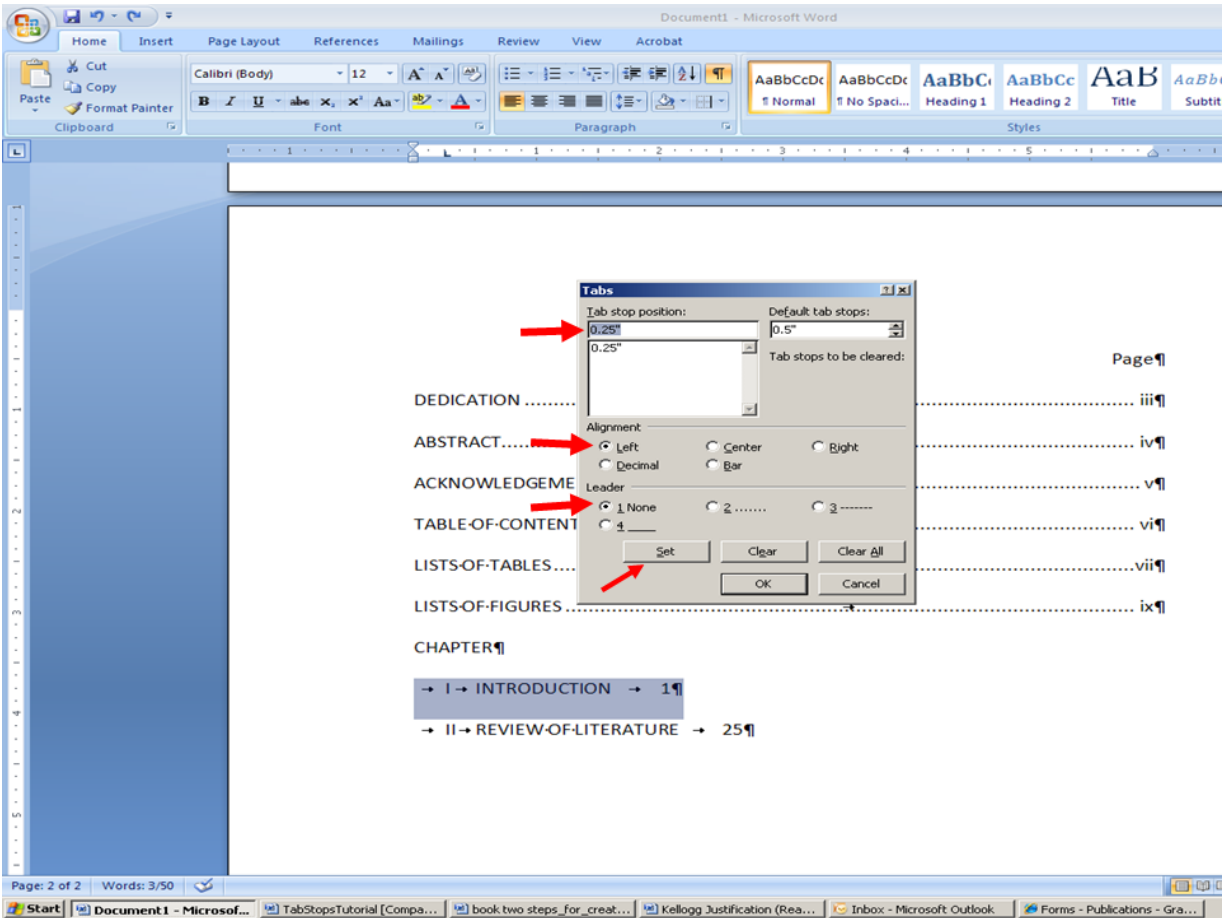** Continue inserting Chapter Titles and Page numbers

- √ **Highlight the chapter titles and page numbers**
- √ **Go to Page Layout**
- √ **Paragraph**
- √ **Paragraph dialog/icon box**

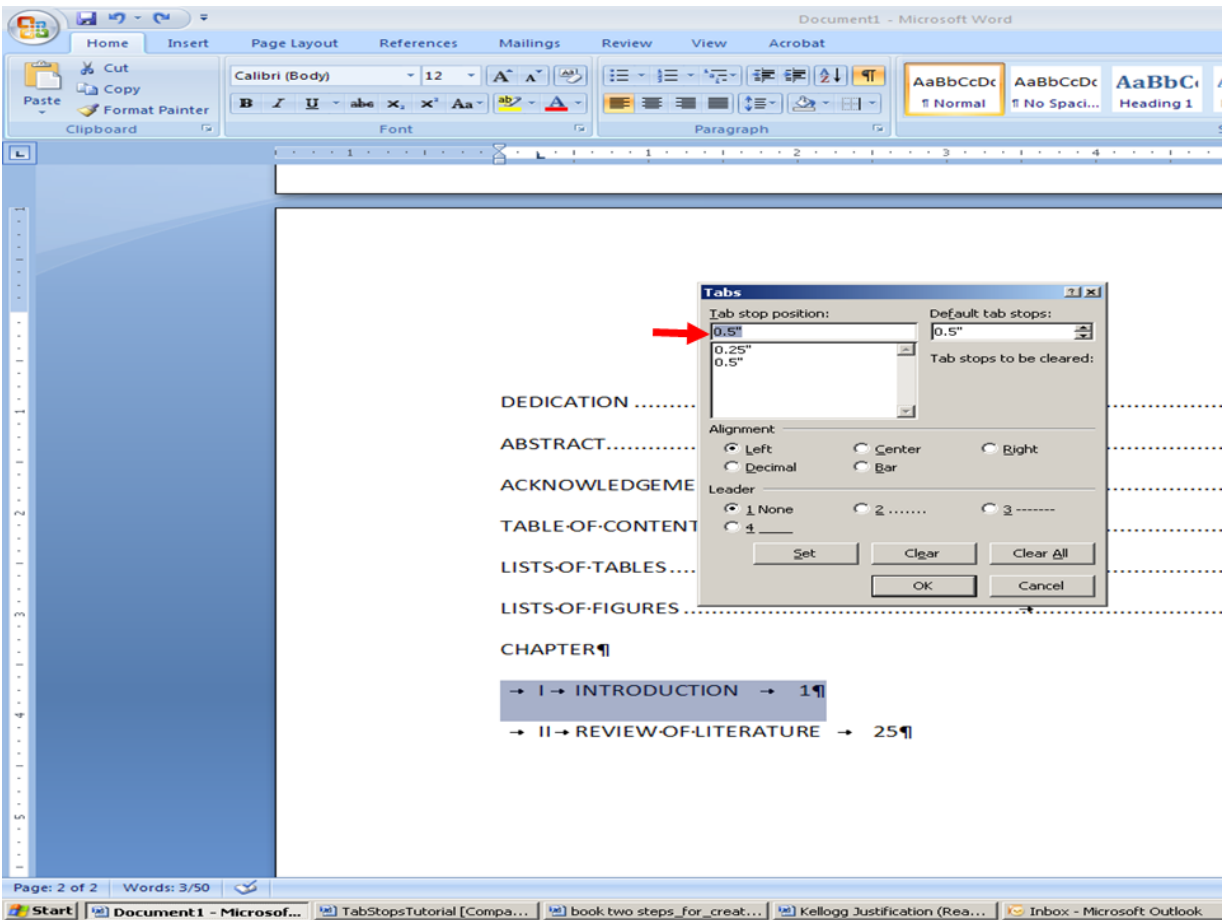****** You must put in 3 different tab stop positions, alignments, leaders and set before entering OK *********
First

- * In Tab stop position: enter 0.25
- * In Alignment: Click on Left
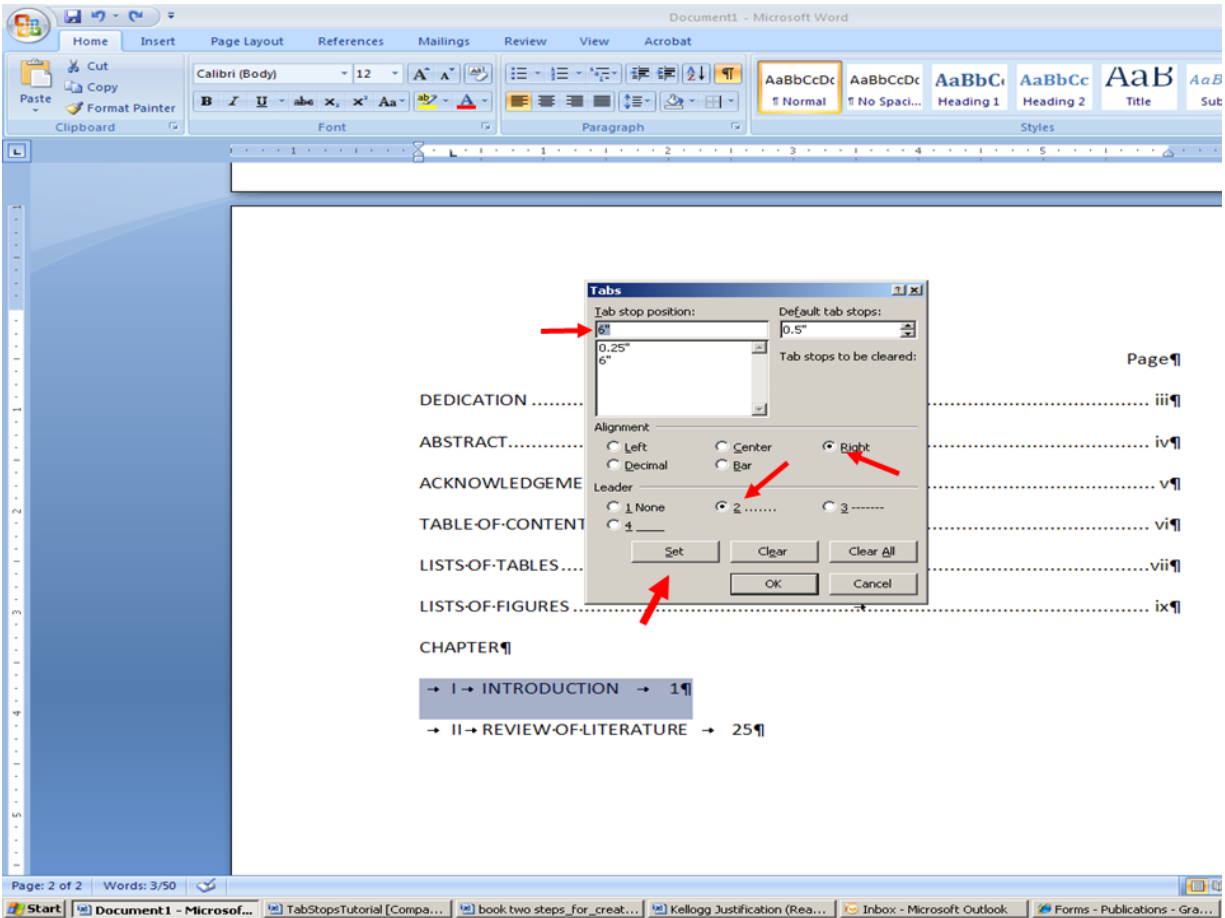- * In Leader:1None
- * Then enter: Set

* Second *

- *** In Tab stop position: enter 0.5**
- *** In Alignment: Click on Left**
- *** In Leader: 1None**
- *** The enter: Set**

Document1 - Microsoft Word

Home Insert Page Layout References Mailings Review View Acrobat

Cut
Copy
Paste Format Painter
Clipboard

Calibri (Body) 12
B I U abe x₂ x² Aa
Font

Normal No Spaci... Heading 1

Paragraph

Tabs

Tab stop position:
0.5"
0.25"
0.5"

Default tab stops:
0.5"

Tab stops to be cleared:

Alignment
○ Left ○ Center ○ Right
○ Decimal ○ Bar

Leader
○ 1 None ○ 2 .... ○ 3 -------
○ 4 ____

Set Clear Clear All
OK Cancel

CHAPTER¶

I INTRODUCTION 1¶

II REVIEW-OF-LITERATURE 25¶

Page: 2 of 2 Words: 3/50

Start Document1 - Microsof... TabStopsTutorial [Compa... book two steps_for_creat... Kellogg Justification (Rea... Inbox - Microsoft Outlook
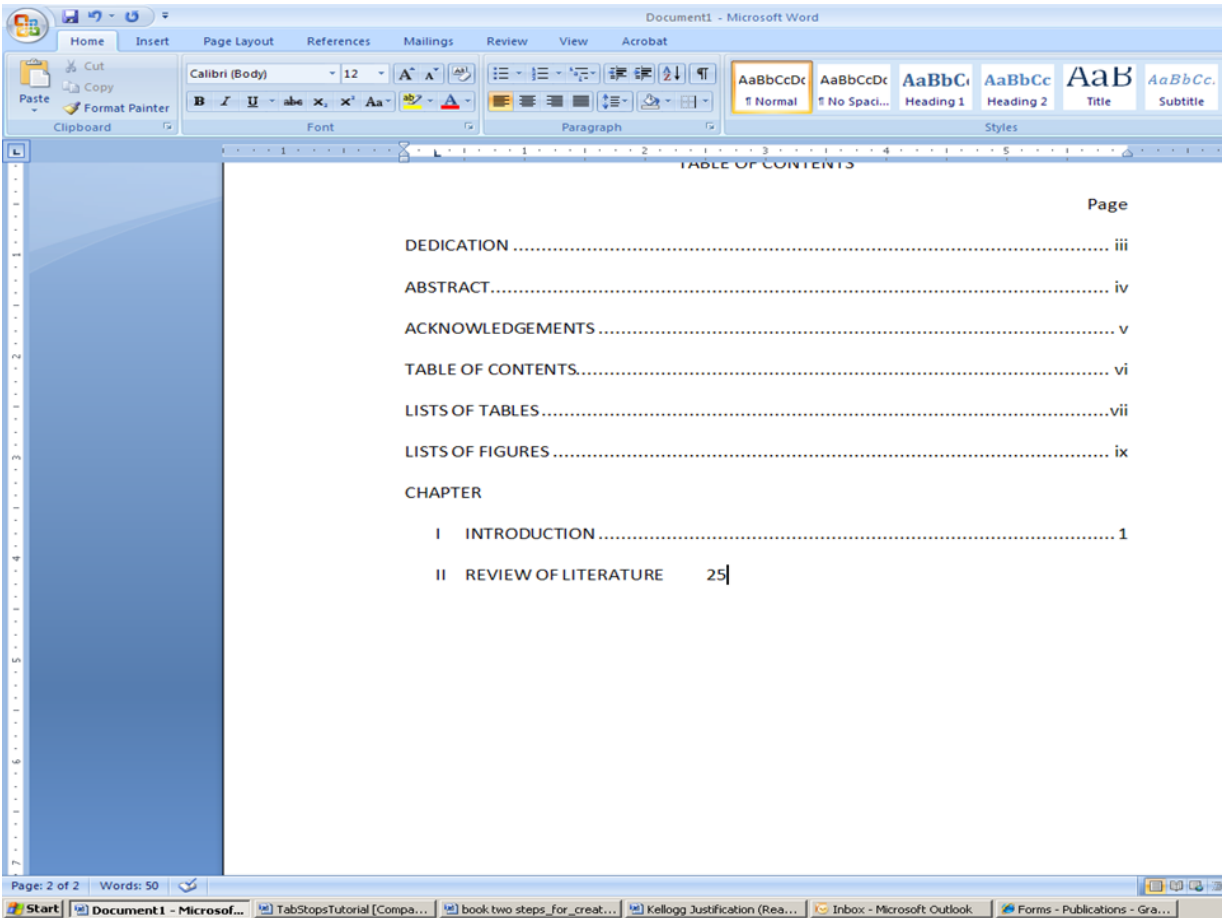
* Third *

- * In Tab stop position: enter 6
- * In Alignment: Click on Right
- * In Leader: 2
- * The enter: Set

* Then OK

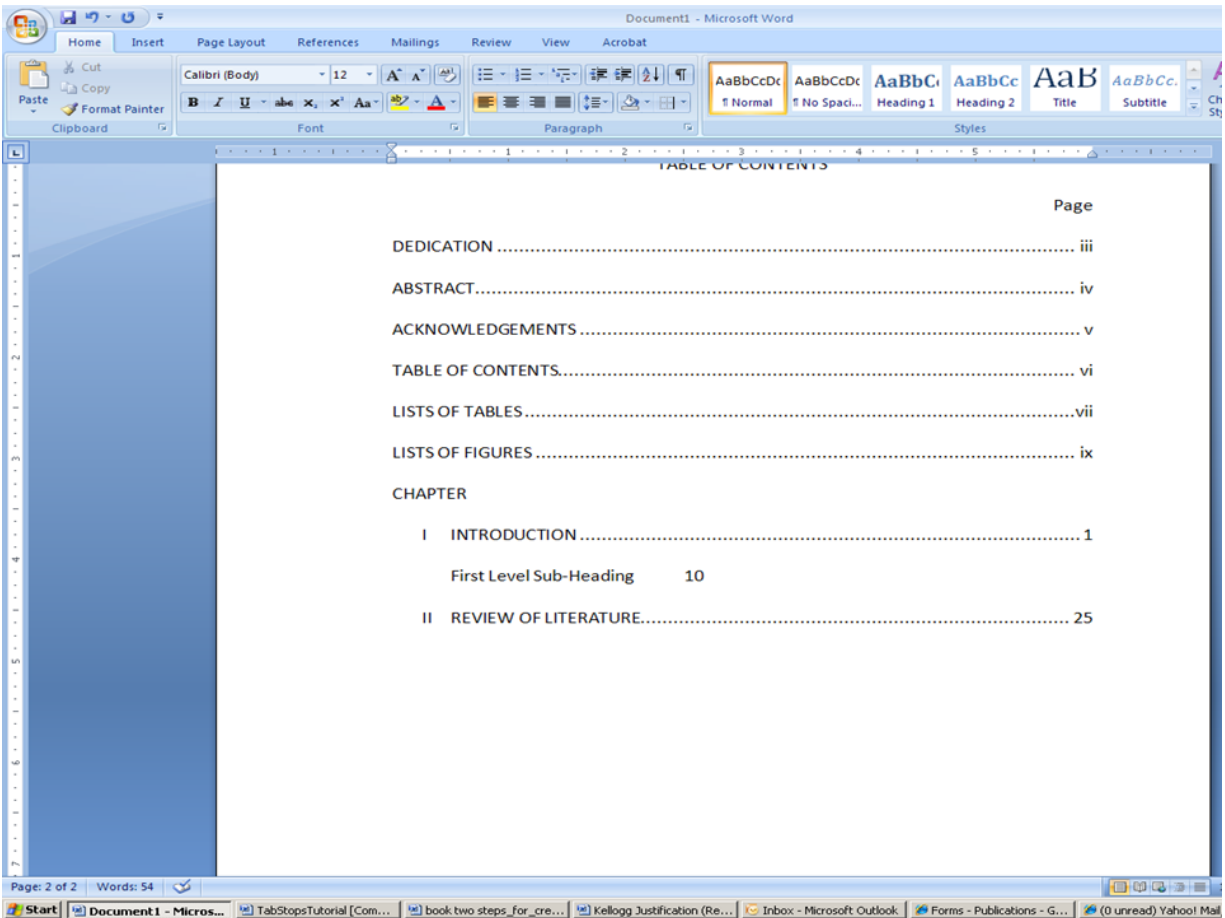***** Your Table of Contents should resemble the following:**

Step Four

Creating Subheadings and page numbers

The subheadings are similarly created as the Chapter headings, with the exception of one less Tab stop.

- √ **Hit Tab key**
- √ **Type a Subheading for the chapter**
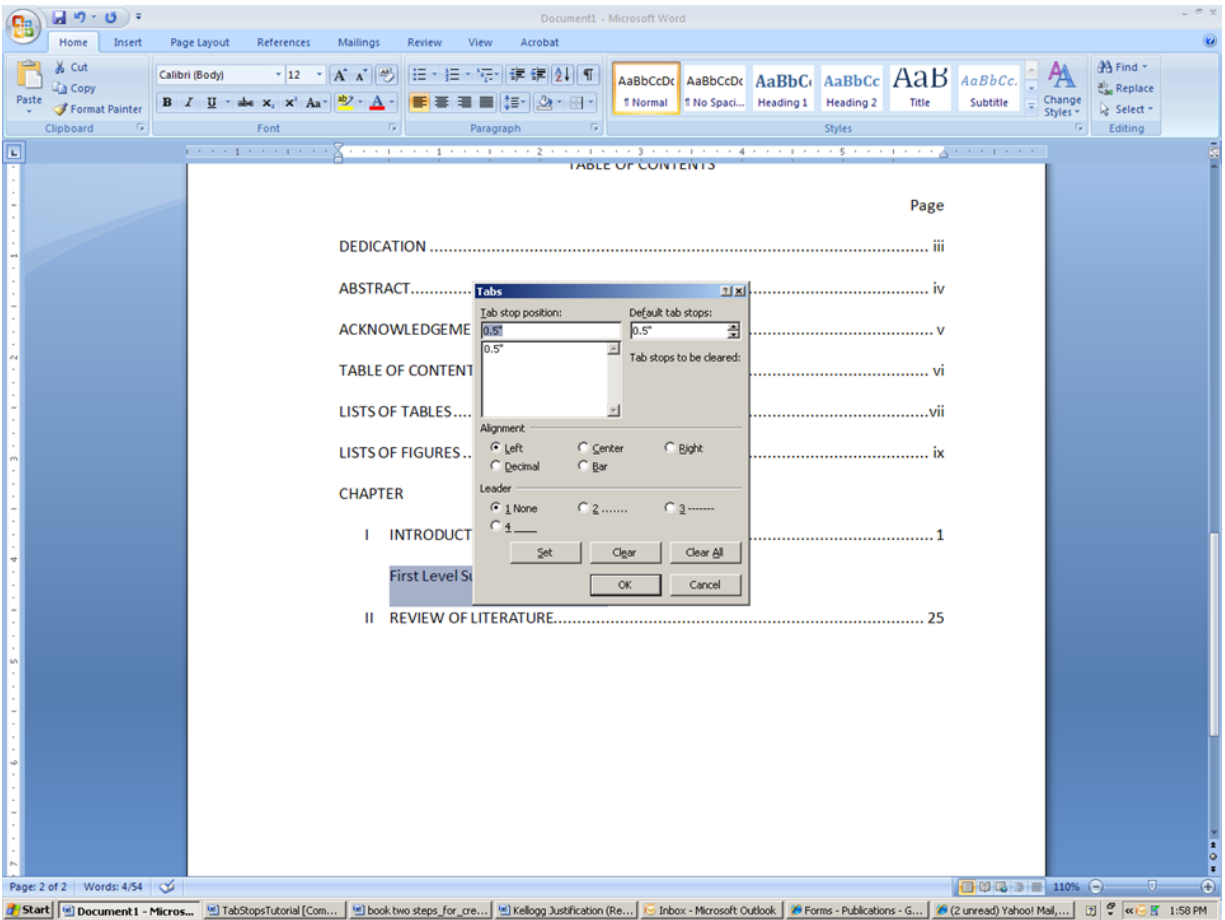- √ **Hit Tab key again**
- √ **Type the page number**

Your Table of Contents should resemble the following:

TABLE OF CONTENTS

- √ **Highlight the subheadings and page numbers**
- √ **Go to Page Layout**
- √ **Paragraph**
- √ **Paragraph dialog/icon box**

* First *

- * **In Tab stop position: enter 0.5**
- * **In Alignment: Click on Left**
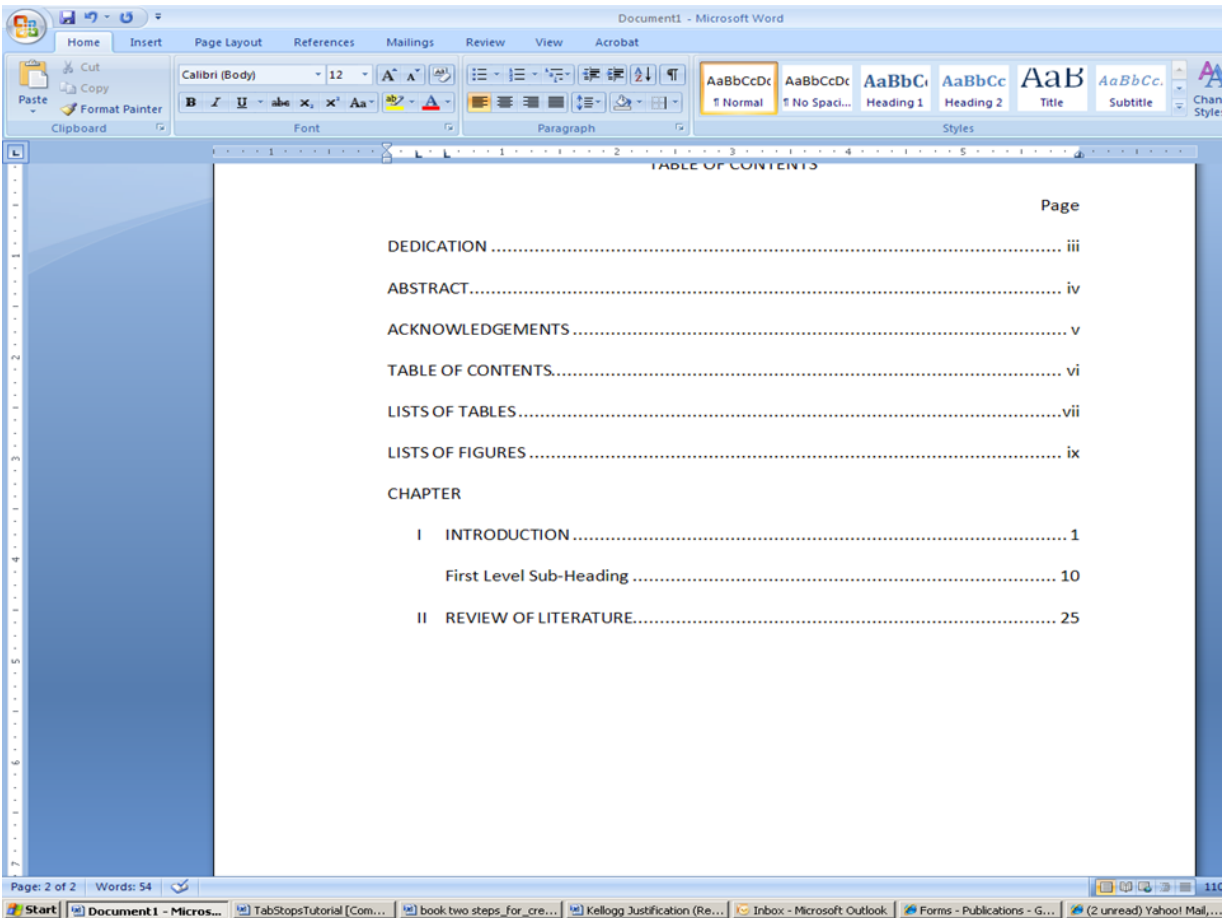- * **In Leader: 1 None**
- * **Then enter: Set**

* Second *

- *** In Tab stop position: enter 6**
- *** In Alignment: Click on Right**
- *** In Leader: 2**
- *** Then enter: Set**

* OK

**** Your Table of Contents should resemble the following:

TABLE OF CONTENTS

* Repeat for each subheading and page.

** Use the same technique for your List of Tables and List of Figures.

List of Figures

Note:This chapter is published by NCPEA Press and is presented as an NCPEA/Connexions publication as a "print on demand book." Each chapter has been peer-reviewed, accepted, and endorsed by the National Council of Professors of Educational Administration (NCPEA) as a significant contribution to the scholarship and practice of education administration.

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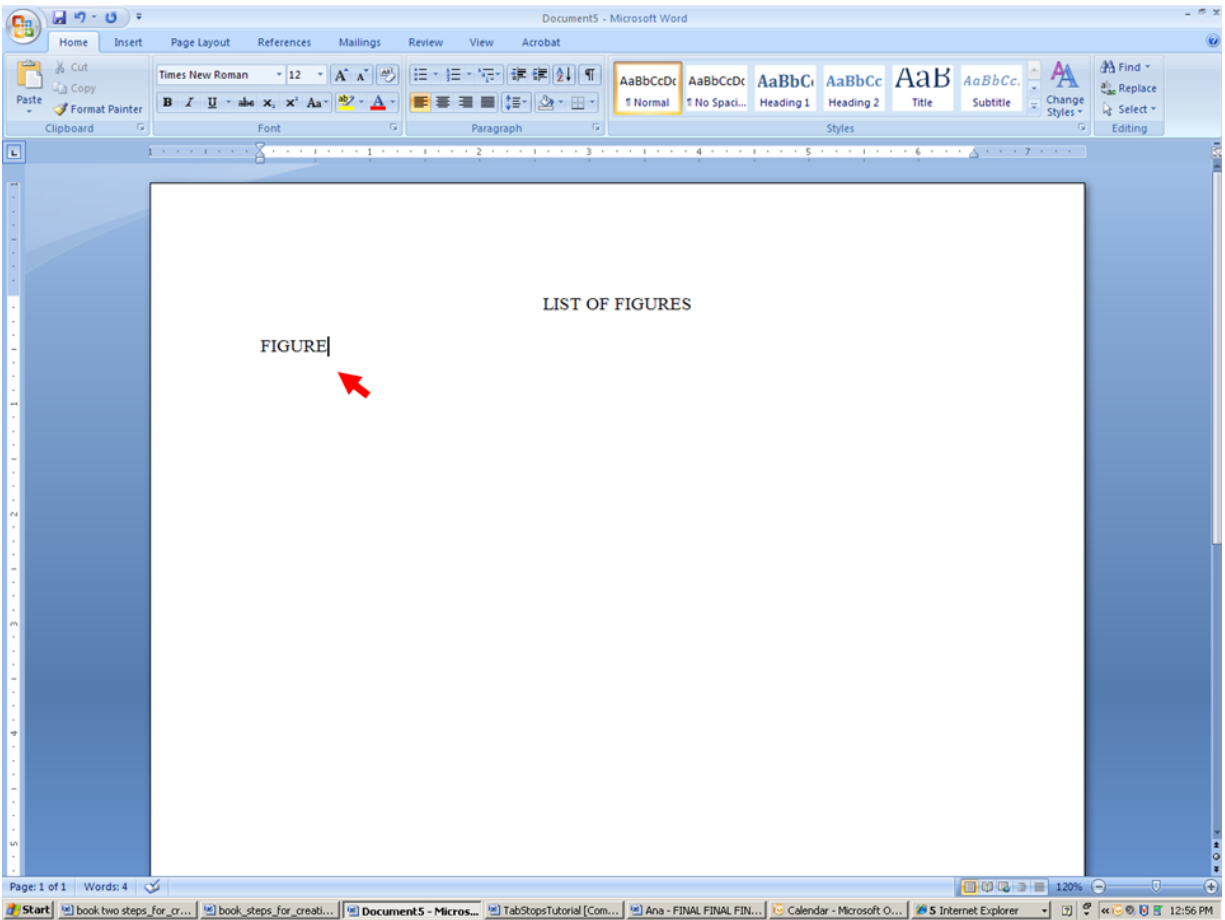
Step One

First open a word document (Microsoft Word or other)

* Be sure to check the margins that are specified for your dissertation or thesis
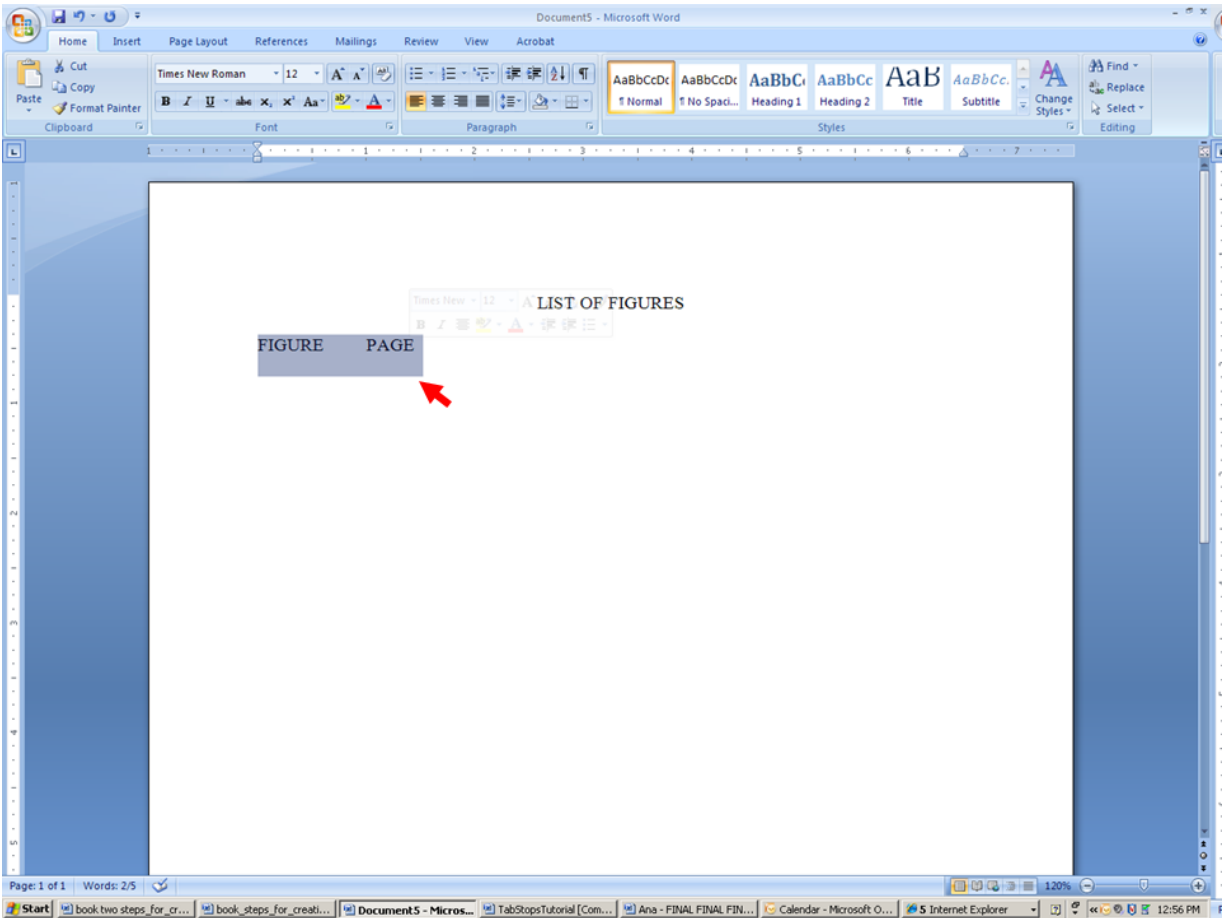
- √ **First, type in all caps "LIST OF FIGURES"**
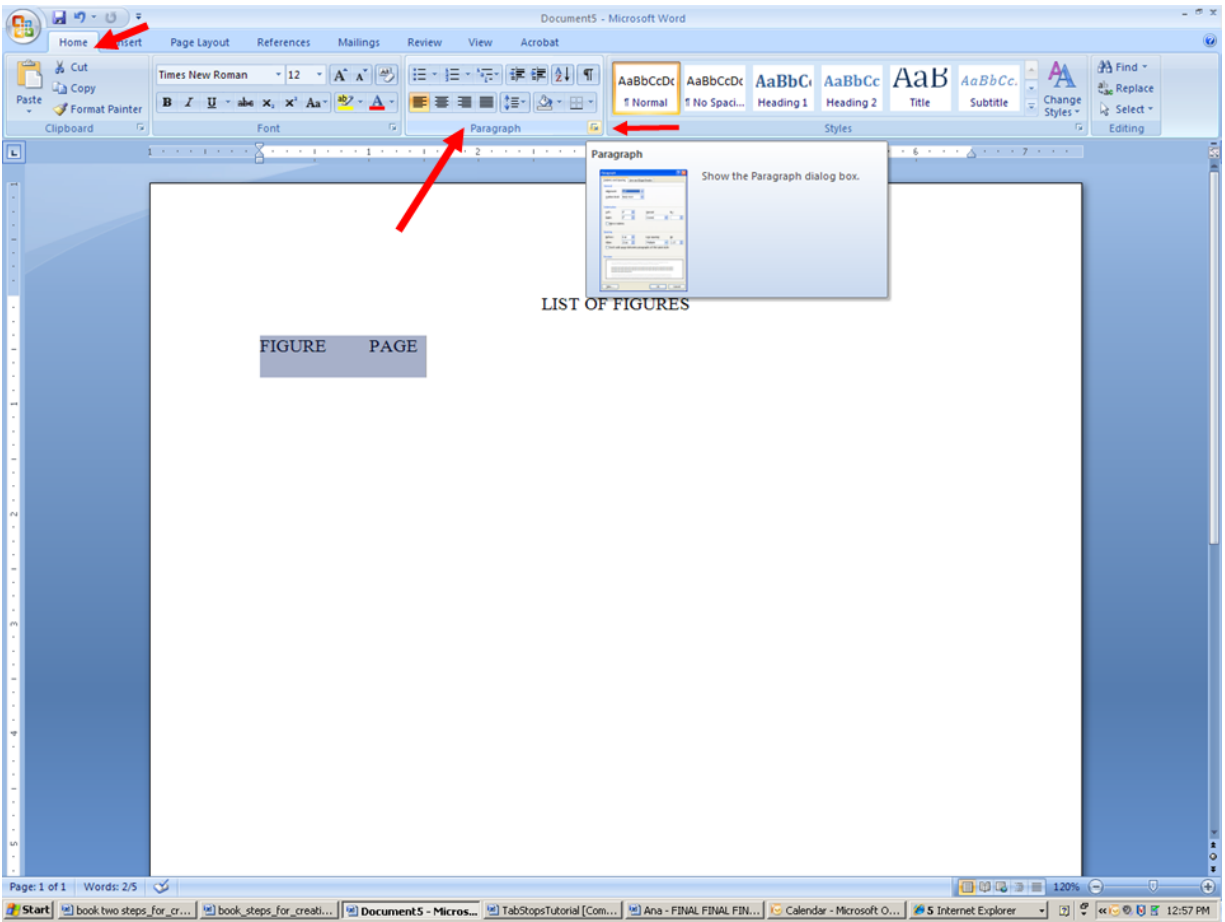- √ **Make sure that the title is centered and your page is double spaced**

- √ **Enter**
- √ **Type in "FIGURE" in all caps**

- *** Hit the tab key**
- *** Type the word "PAGE" in all caps**
- *** Highlight both words**

- * Go to Home
- * Paragraph
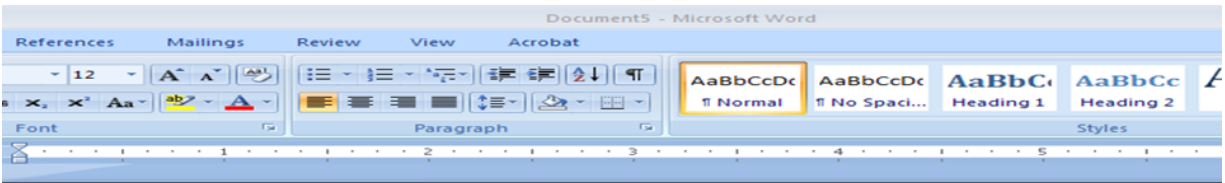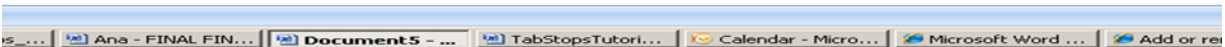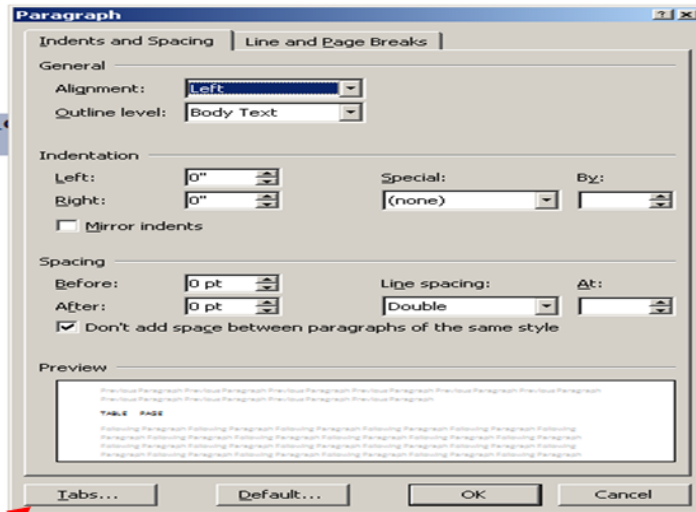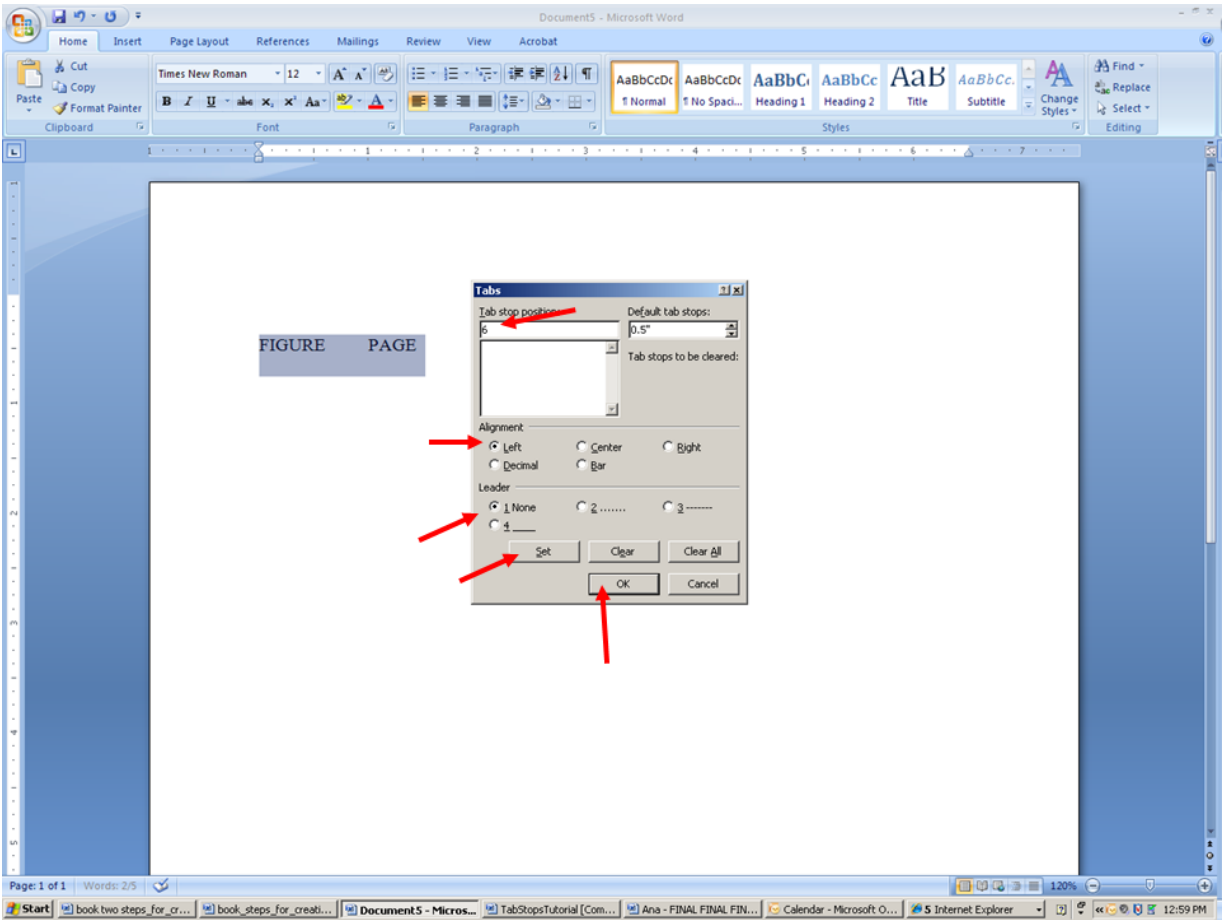- * Click on Paragraph dialogue box

- *** Click on Tabs…**

- *** In Tab stop position: enter 6**
- *** In Alignment: click on Left**
- *** In Leader: 1None**
- *** Then enter: Set**
- *** Then OK**

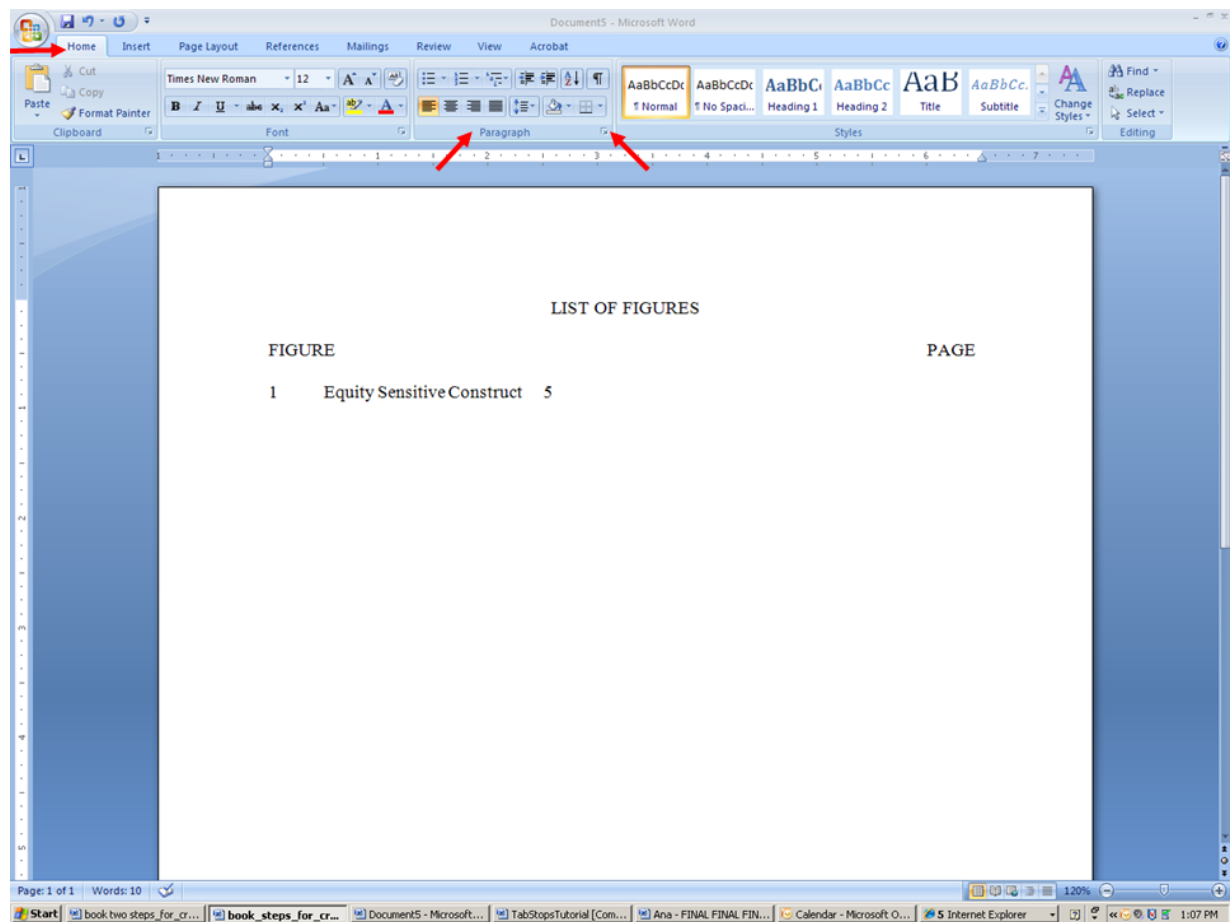*** Your List of Figures should resemble the following:**

Step Two

The headings in your List of Figures should be consistent with the headings in your dissertation or thesis.

The following is an example of a standard format for a dissertation.

- **√ Insert the title of each section of your dissertation and its page number**
- **√ Make sure your paragraph is align text left**

- *** Insert the Figure number**
- *** Hit the Tab key**
- *** Insert the title or heading of the figure**
- *** Hit the Tab key**
- *** Type the page number**

*** Continue to insert your headings and page numbers until your page resembles the following:

LIST OF FIGURES

FIGURE   PAGE

1   Equity Sensitive Construct   5

(Labels: Tab, Tab, Table #, Title or heading, Page #)

- √ **Highlight the figure number, figure titles, and page numbers**

- *** Go to Home**
- *** Paragraph**
- *** Click on Paragraph dialogue box**

- **** A Paragraph box will appear**
- *** Click "Tabs..."**

****** You must put in 3 different tab stop positions, alignments, leaders and set before entering
First

- *** In Tab stop position: enter 0.25**
- *** In Alignment: Click on Left**
- *** In Leader: 1None**
- *** Then enter: Set**

Second

- *** In Tab stop position: enter 0.5**
- *** In Alignment: Click on Left**
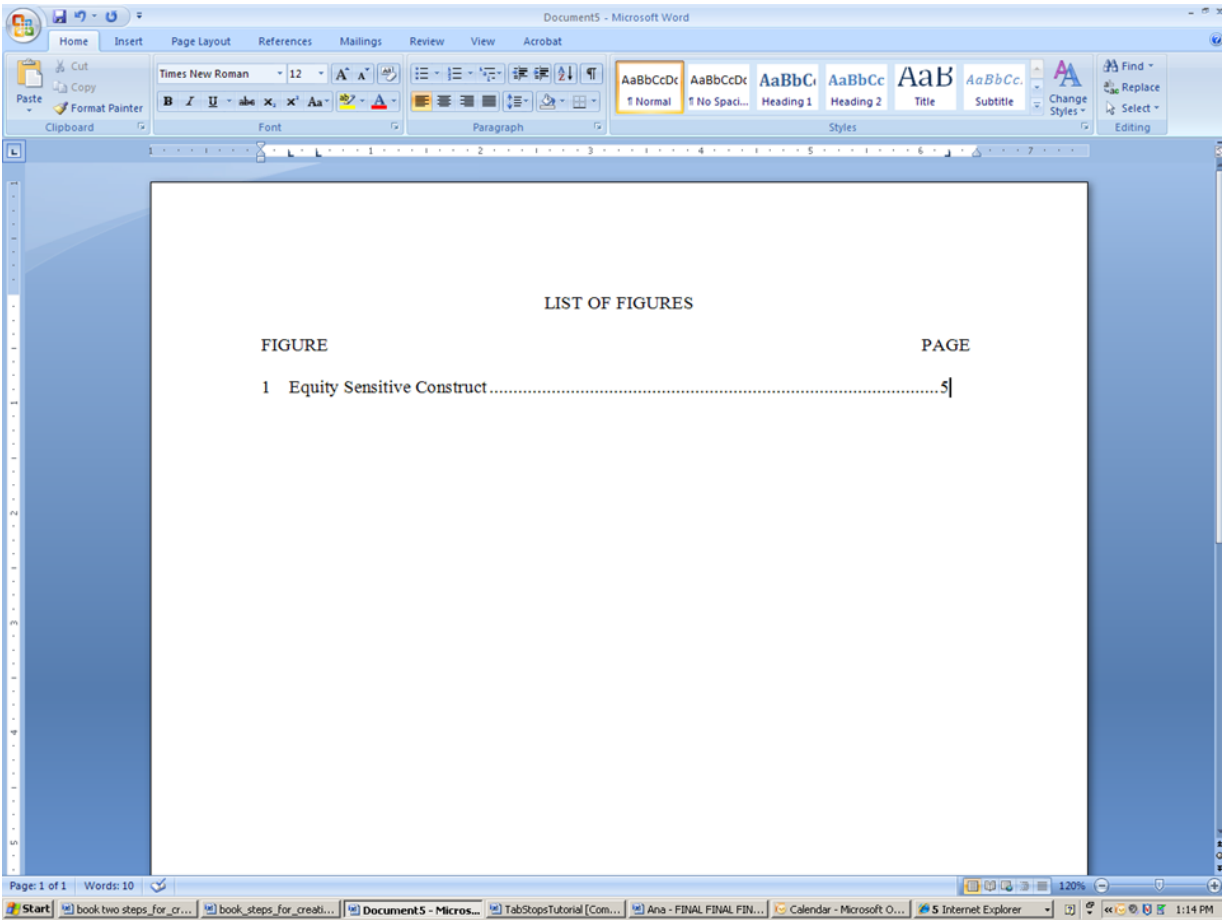- *** In Leader: 1None**
- *** Then enter: Set**

Third

- *** In Tab stop position: enter 6**
- *** In Alignment: Click on Right**
- *** In Leader: 2....**
- *** Then enter: Set**

* Then OK

*** Your List of Figures should resemble the following:

LIST OF FIGURES

* Repeat for each List of Figures and page number

List of Tables

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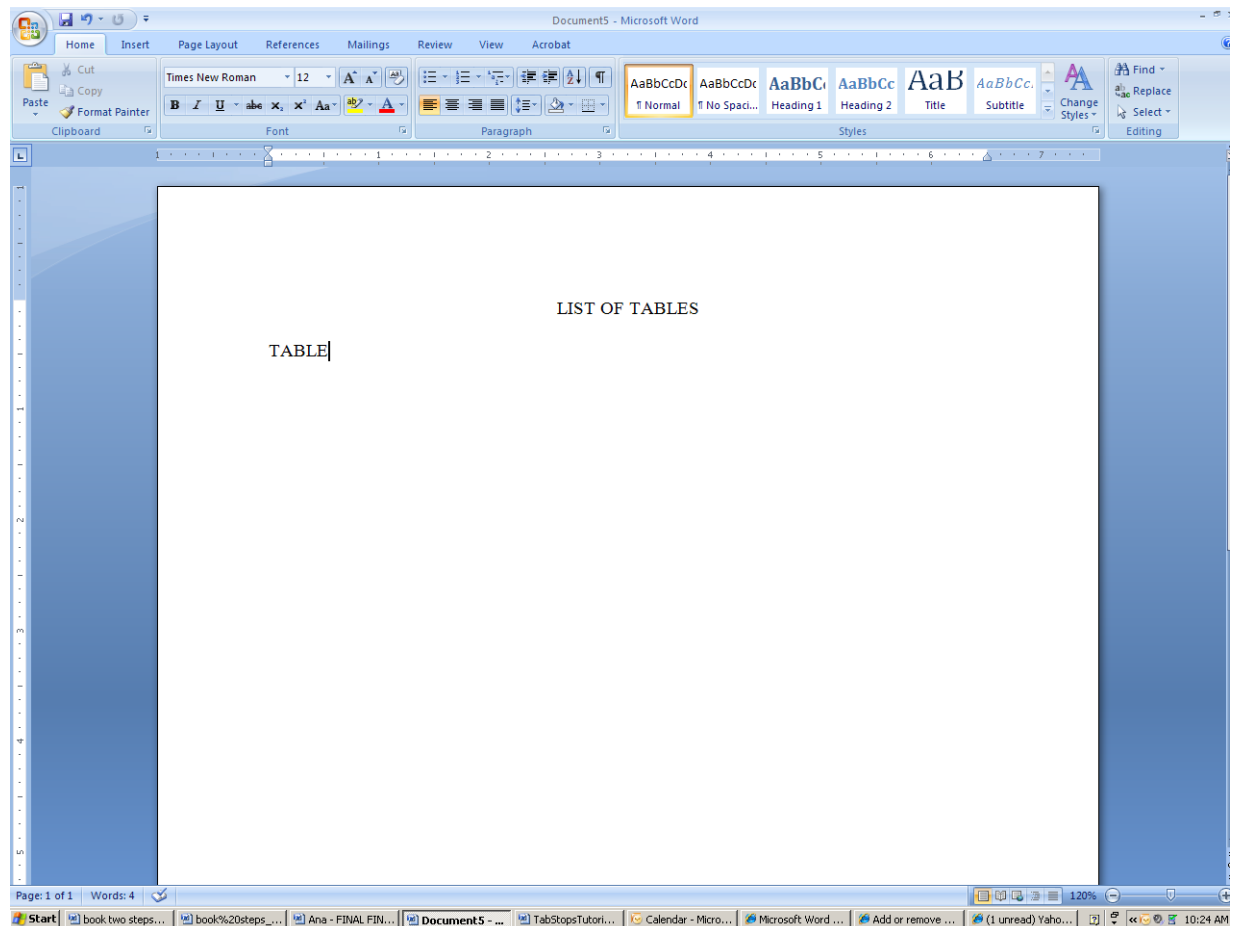
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First open a word document (Microsoft Word or other)

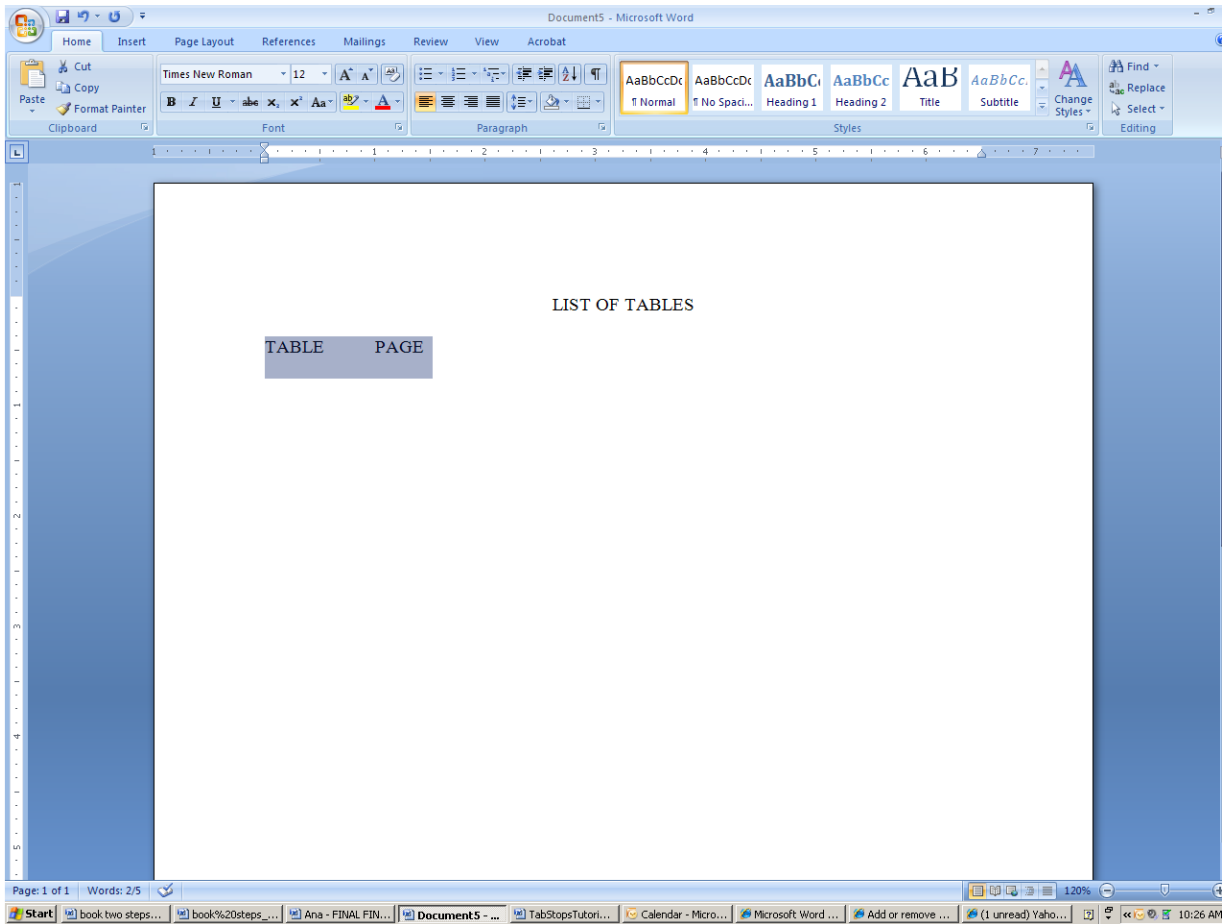- *** Be sure to check the margins that are specified for your dissertation or thesis**

- √ **First, type in all caps "LIST OF TABLES"**
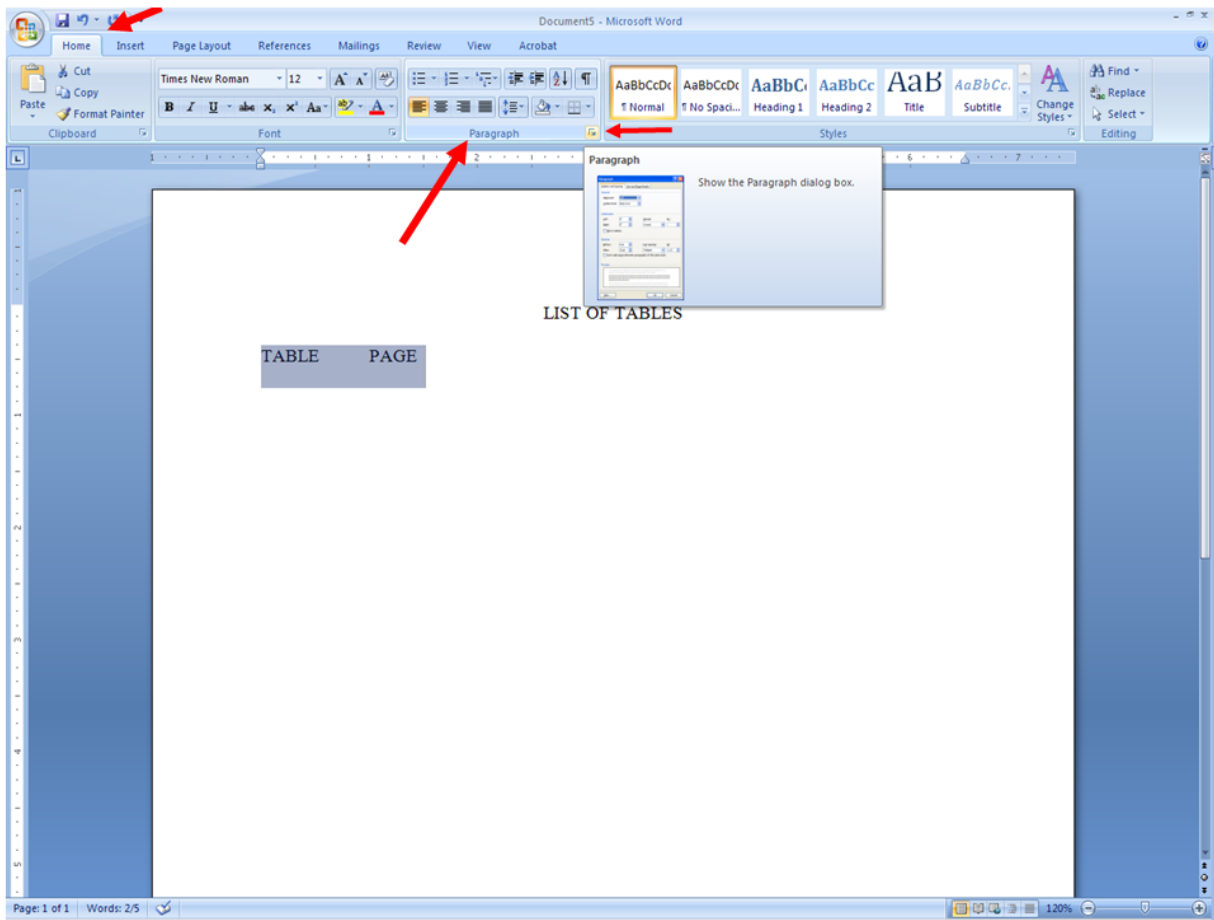- √ **Make sure that the title is centered and your page is double spaced**

- √ **Enter**
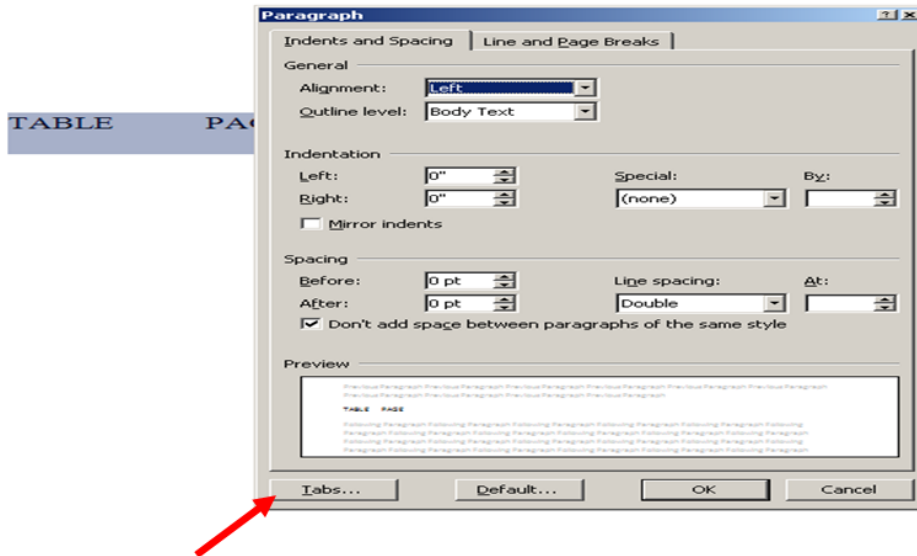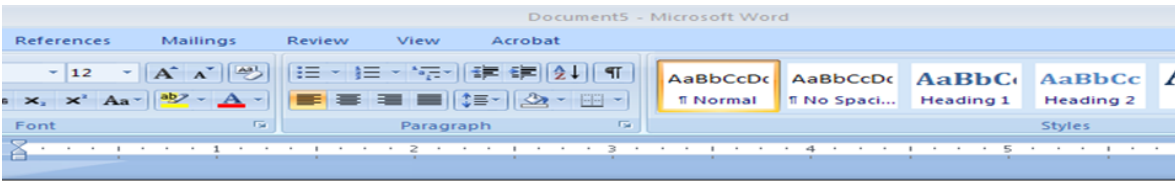- √ **Type in "TABLE" in all caps**

LIST OF TABLES

TABLE

- * Hit the tab key
- * Type the work "PAGE" in all caps
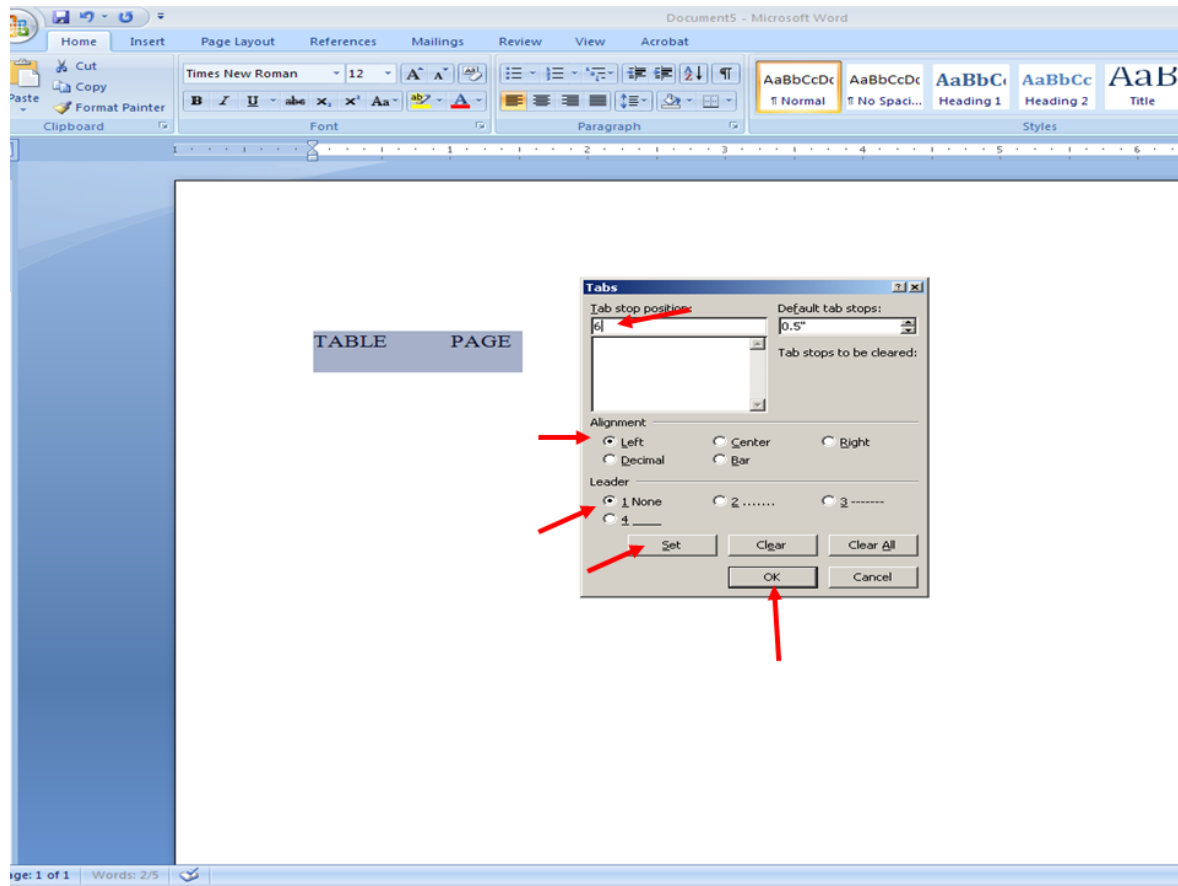- * Highlight both words

- *** Go to Home**
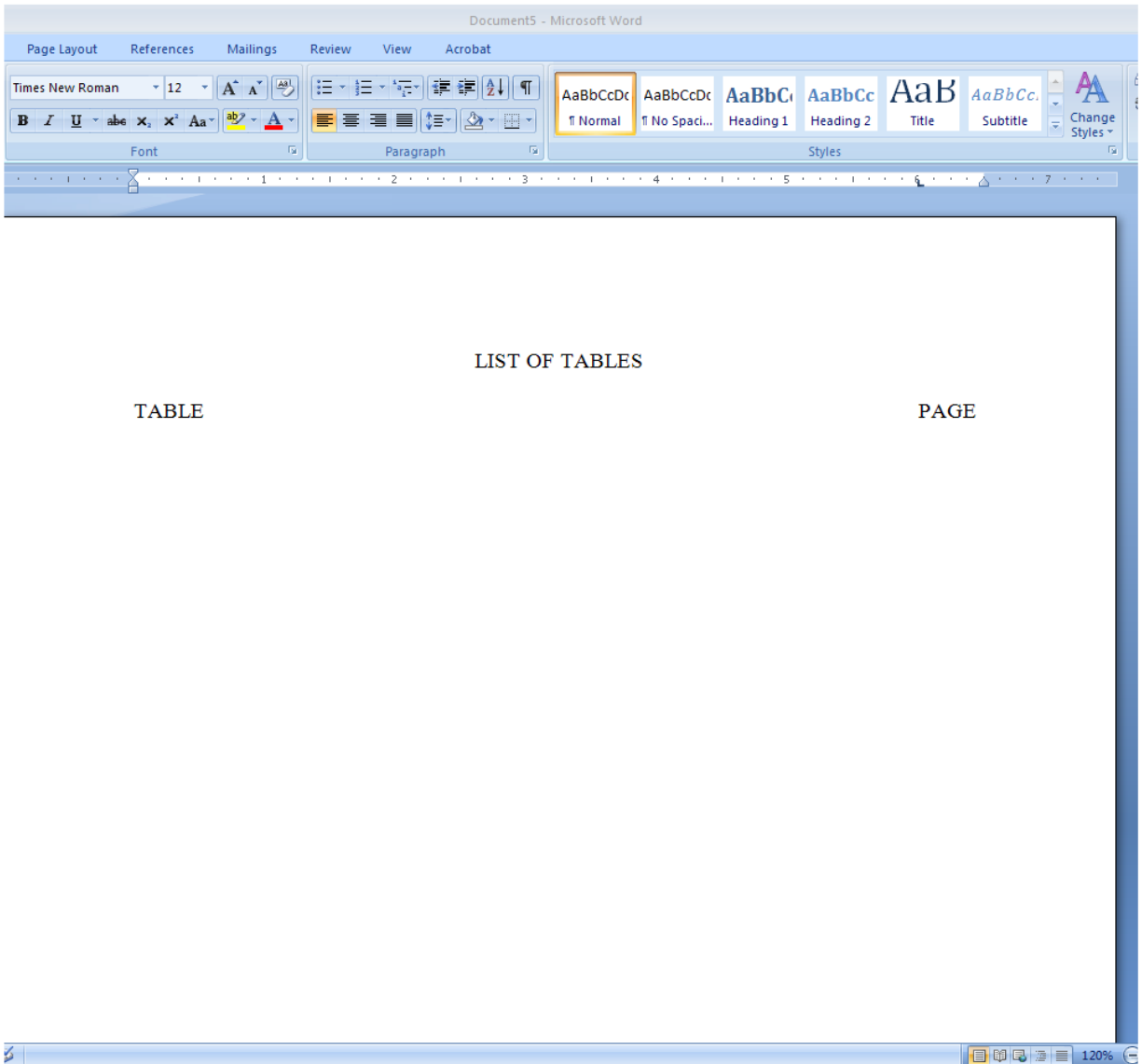- *** Paragraph**
- *** Click on Paragraph dialog box**

- *** Click on Tabs…**

- *** In Tab stop position: enter 6**
- *** In Alignment: click on Left**
- ***In Leader: 1None**
- *** In Alignment: click on Left**
- *** In Alignment: click on Left**
- *** Click on OK**

* Your List of Tables should resemble the following:

Step Two

The headings in your List of Tables should be consistent with the headings in your dissertation or thesis.

The following is an example of a standard format for a dissertation.

- **√ Insert the title of each section of your dissertation and its page number**
- **√ Make sure your paragraph is align text left**

LIST OF TABLES

TABLE   PAGE

- * Insert the table number
- * Hit the tab key
- * Insert the title or heading
- * Hit the tab key
- * Type the page number

*** Continue to insert your headings and page numbers until your page resembles the following:

- √ **Highlight the table number, chapter titles, and page numbers**
- *** Go to Home**
- *** Paragraph**
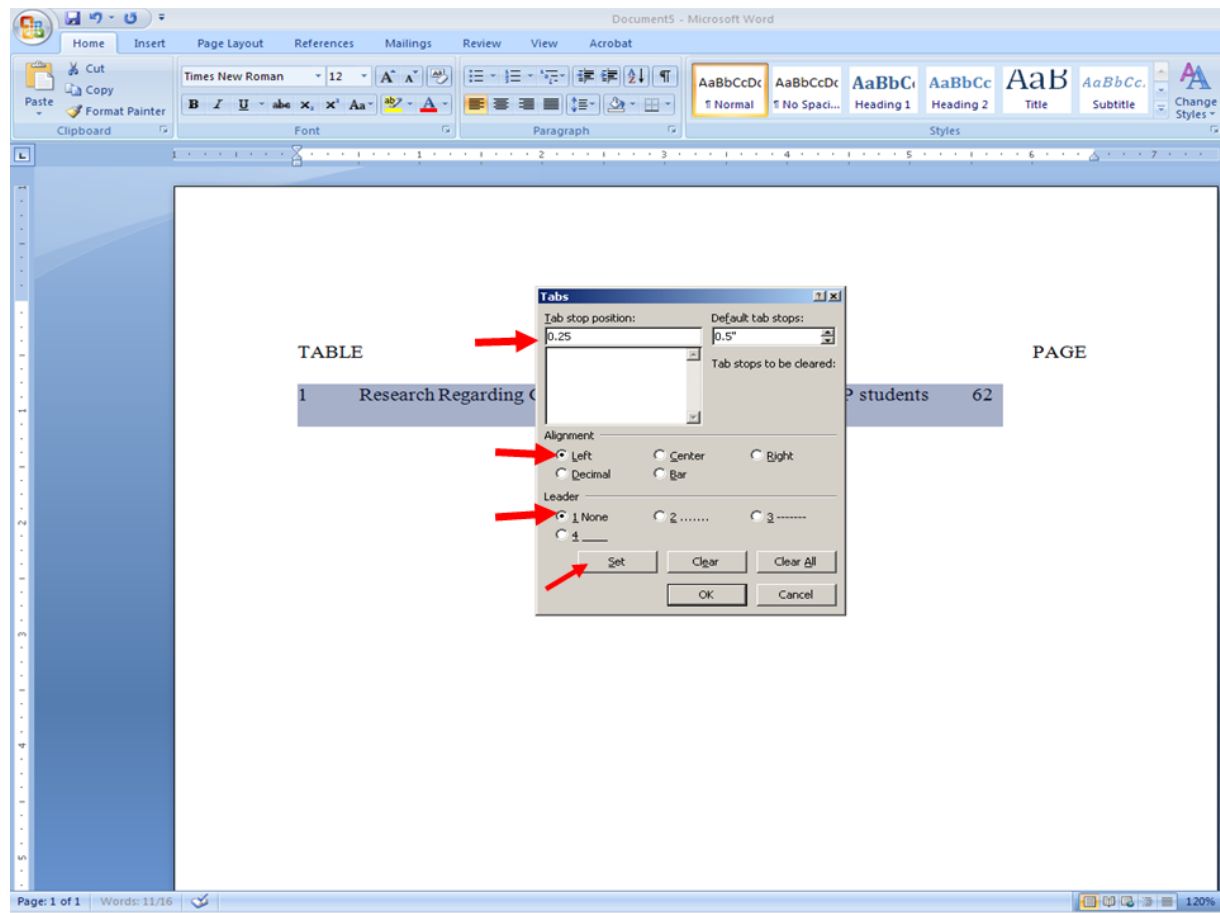- *** Click on Paragraph dialog box**

** A Paragraph box will appear

- *** Click "Tabs…"**

****** You must put in 3 different tab stop positions, alignments, leaders and set before entering
* First *

- * In Tab stop position: enter 0.25
- * In Alignment: click on Left
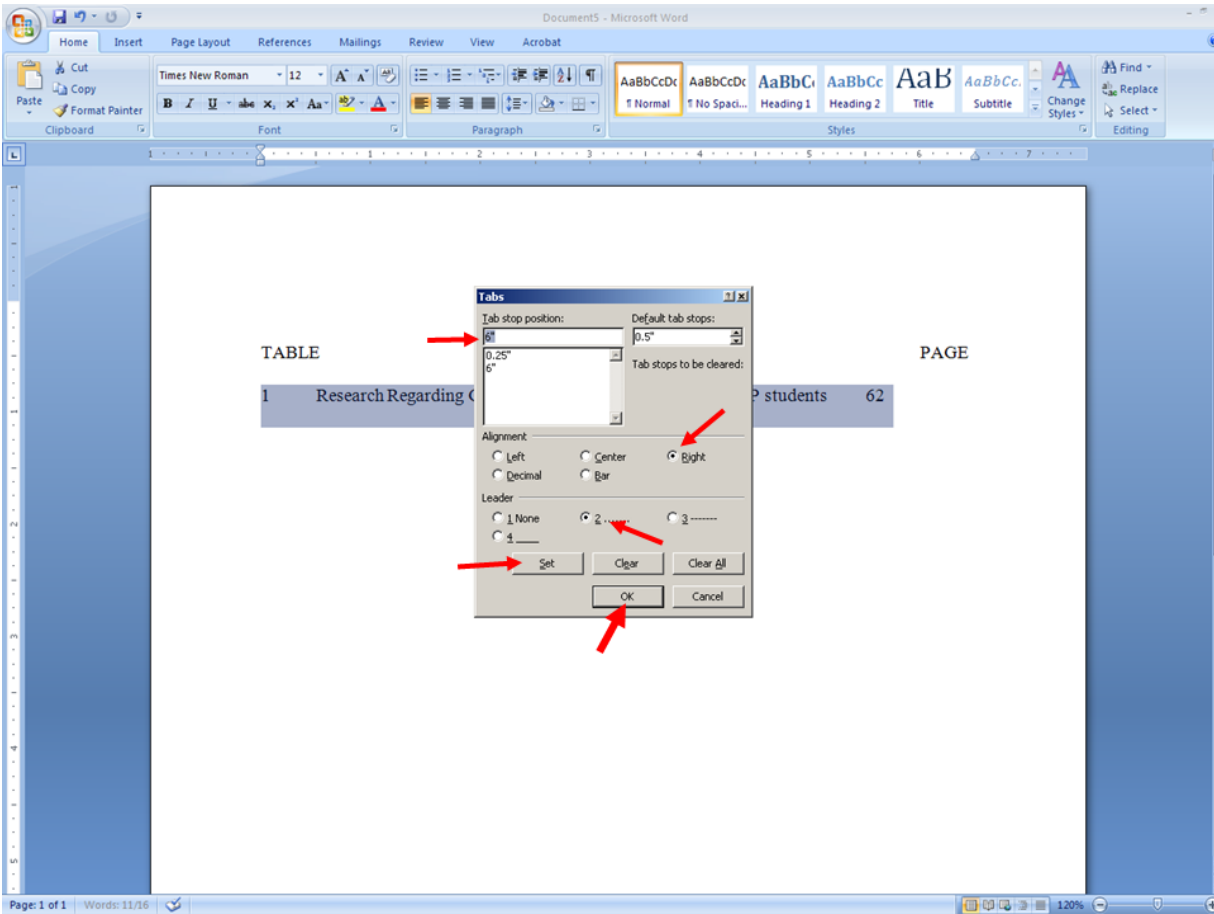- * In Leader: 1None
- * Then enter: Set

*Second *

- *** In Tab stop position: enter 0.5**
- *** In Alignment: click on Left**
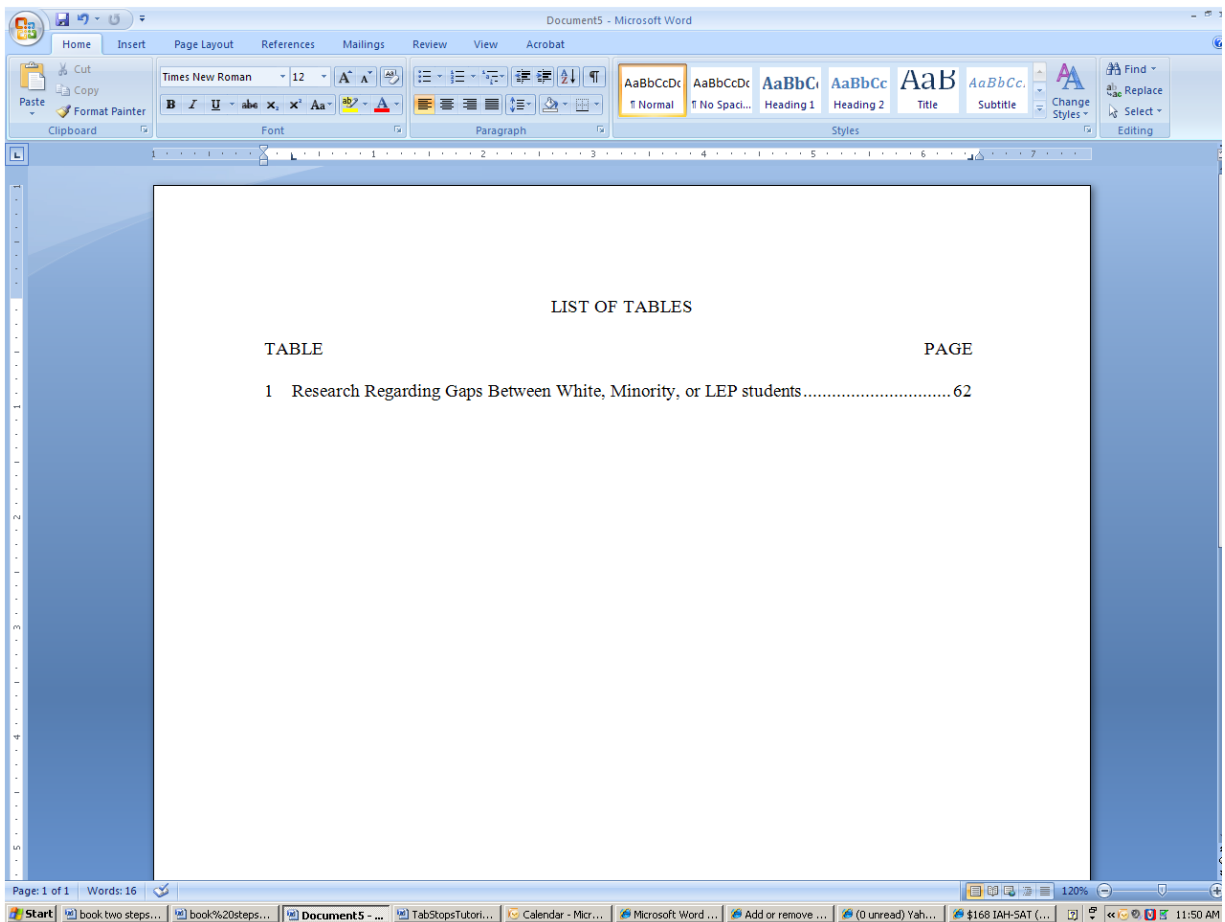- *** In Leader: 1None**
- *** Then enter: Set**

* Third *

- * In Tab stop position: enter 6
- * In Alignment: click on Right
- * In Leader: 2.......
- * Then enter: Set

- *** Then OK**

*** Your List of Tables should resemble the following:

LIST OF TABLES

* Repeat for each individual table and page number

Running Head and Page Header (97-2003 Word Version)

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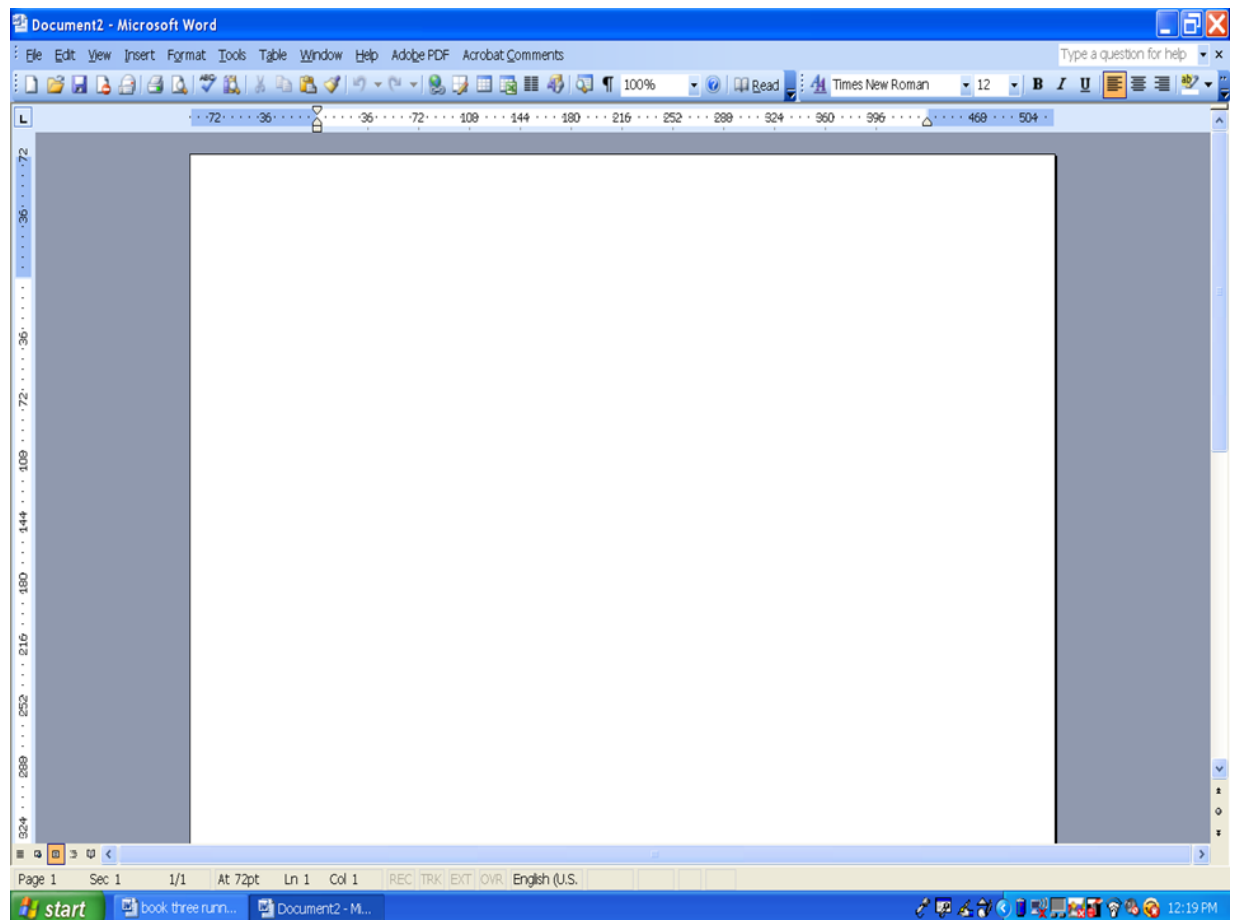
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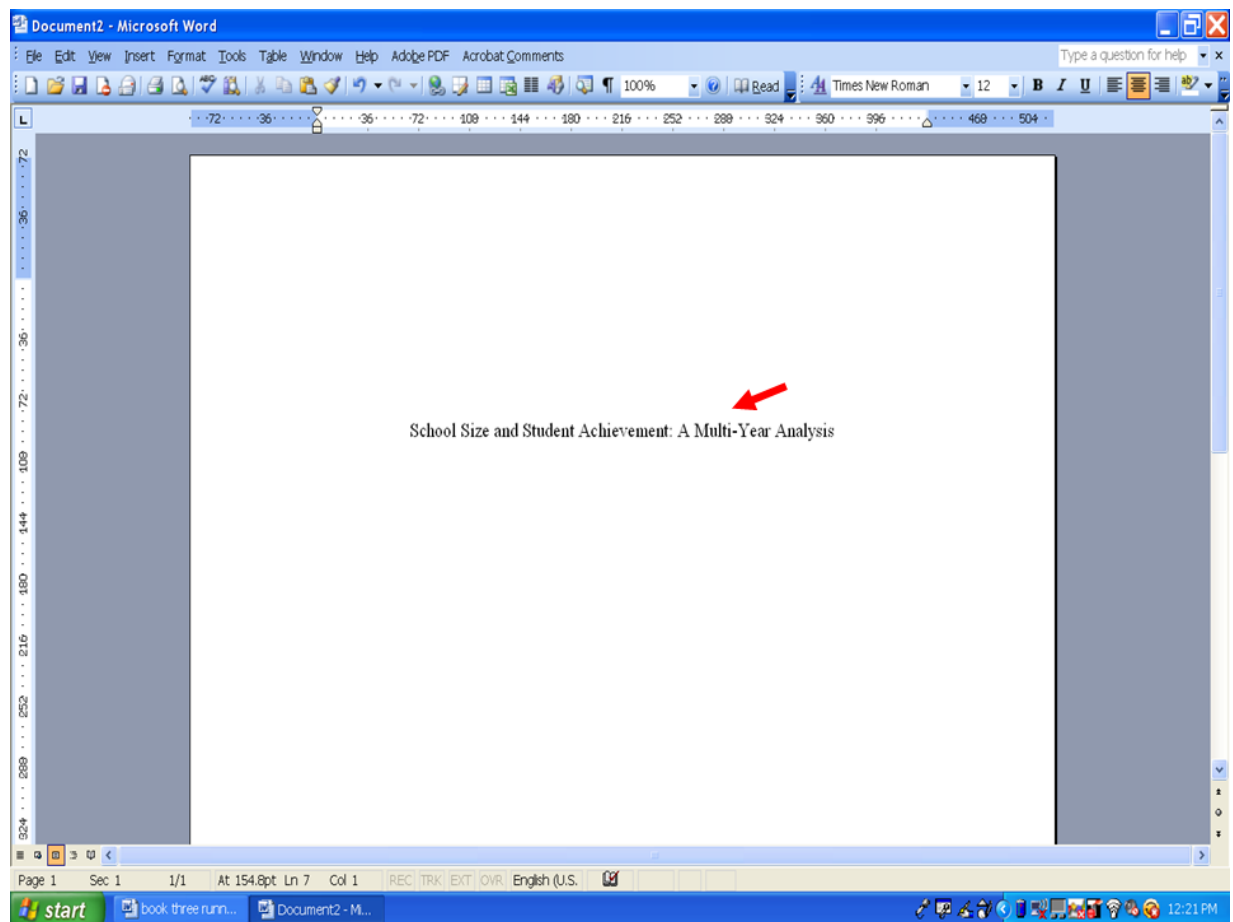
In this set of steps and screenshots, readers are provided with directions on creating a Running head and a page header for manuscripts using the 97-2003 version of Word. If you are using the 2007 version of Word, you will need to use the other chapter of steps and screenshots we have created. In this chapter, you will be guided toward manually inserting a Running head on your title page and then a page header for the remaining pages of your manuscript.
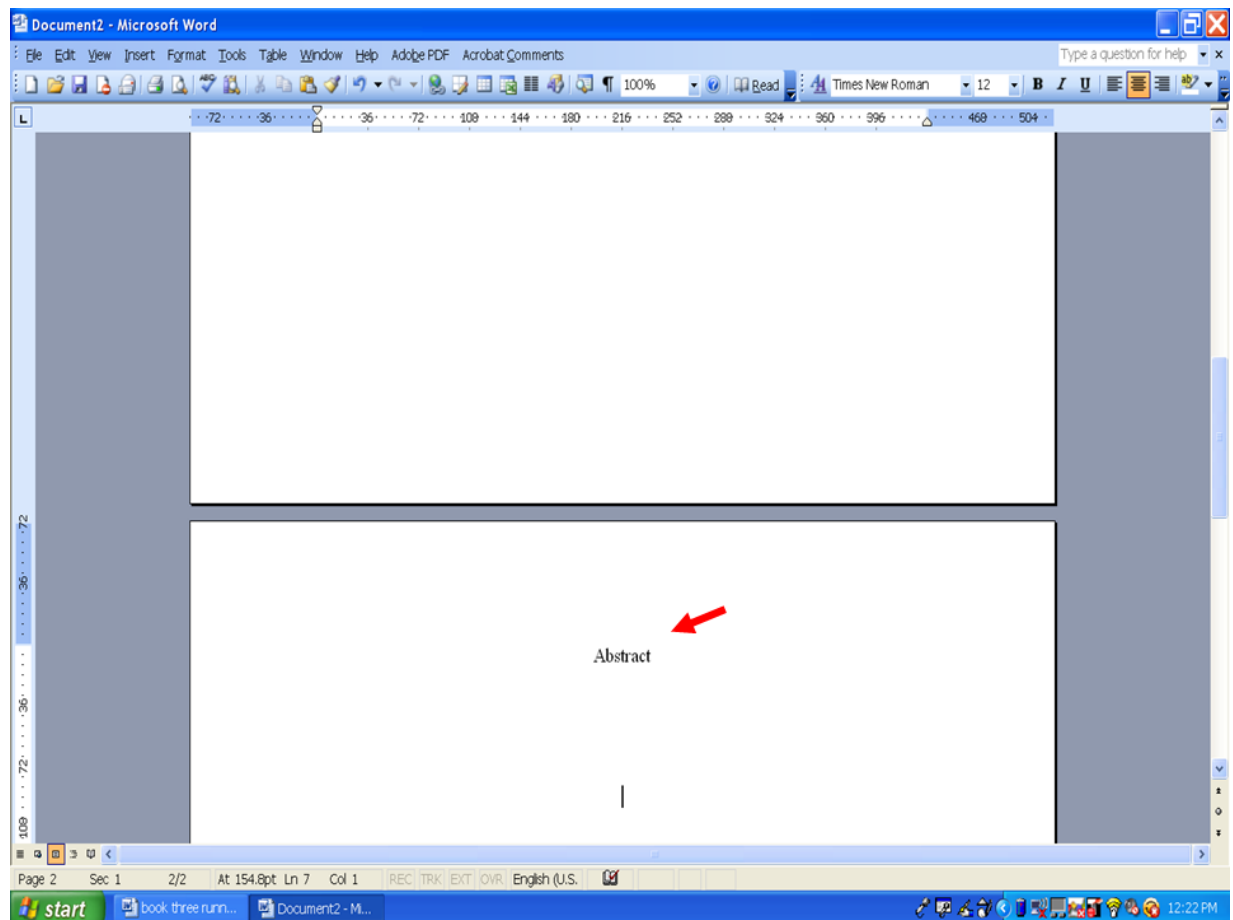
Step One

First open a word document (Microsoft Word 97-2003 version)

Next, create the title for your manuscript and center it. Your title should be no more than 15 words, as per APA 6th edition, and should be centered left to right and about one-third from the top of the page. Your name and institutional affiliation will also be typed onto the title page, but not for this blinded version, the one that would be submitted to a journal for review.
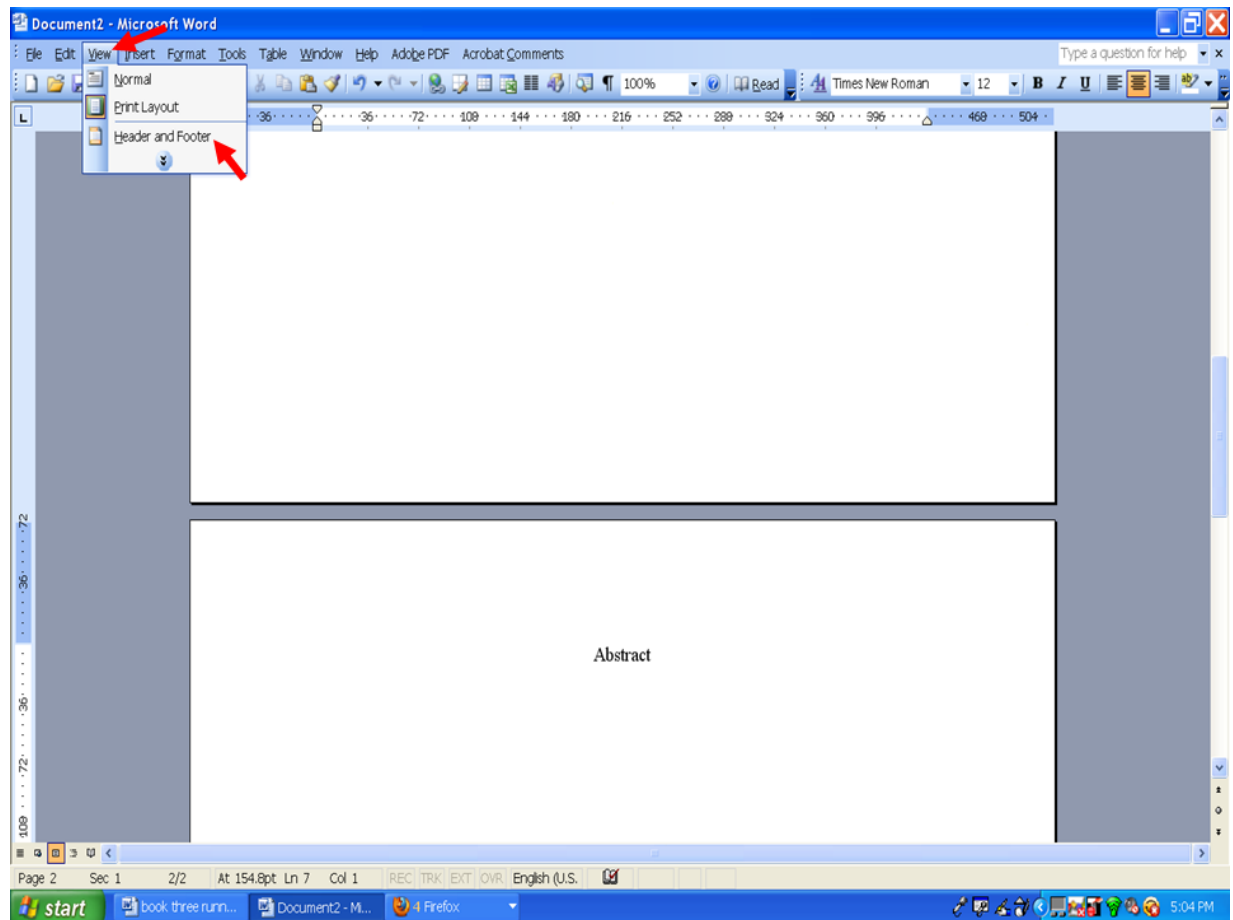
After you have created your title page, then either use the page break or control/enter to force a second page. The second page will be your Abstract page.

Now that we have created two pages, we will now create the page header first for page two and then we will generate the Running head on page one.

- √ **Click on View**
- √ **Click on Header and Footer**

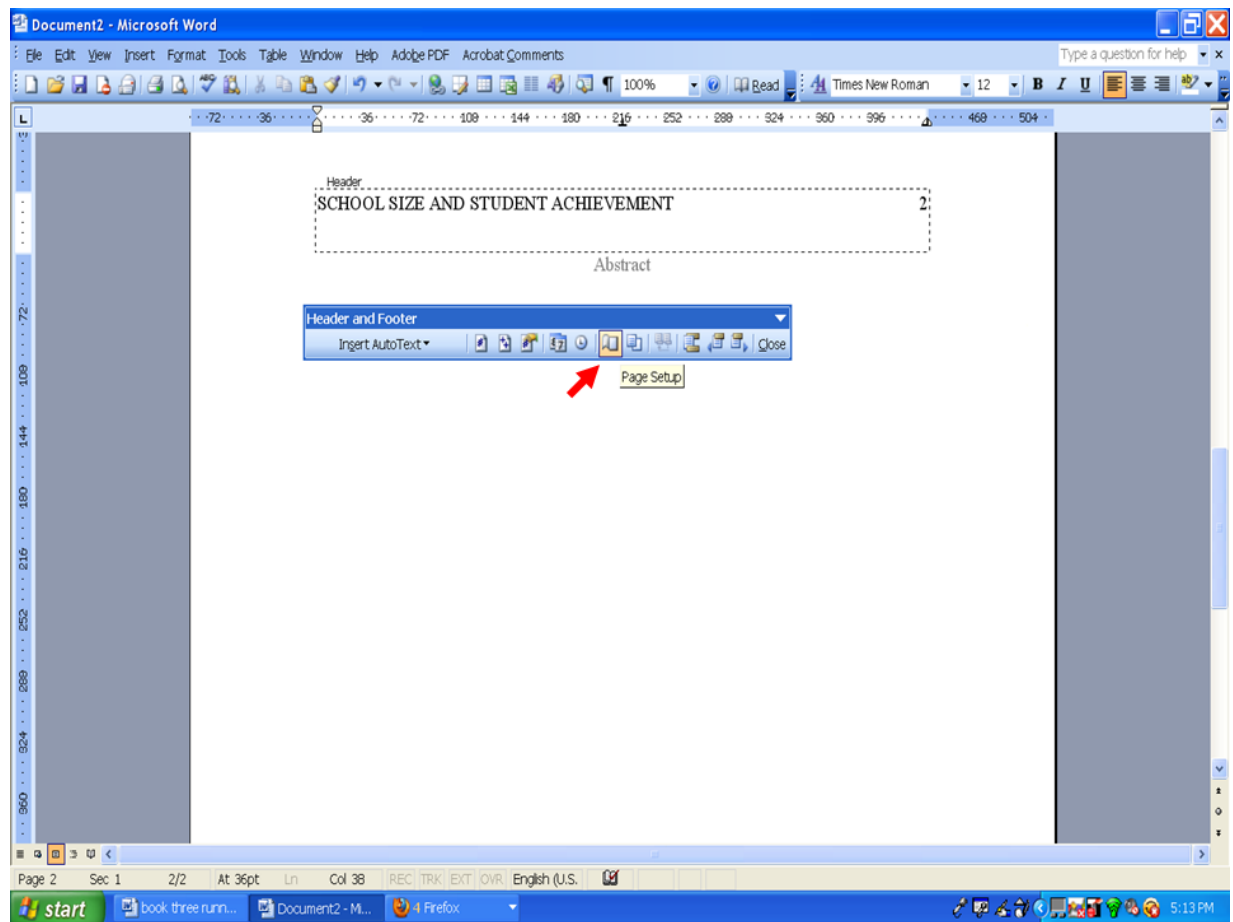**When you click on Header and Footer, then the following screen will appear:**

You now have a place in which to insert your Running head/page header and a tool bar.

We will create the page header for page two and all of the following pages first. Notice that we are on the Abstract page which is page number two. As per APA 6th edition, we will type in a maximum of 50 characters of the title. Notice that the page header is entirely written in capital letters. After typing in SCHOOL SIZE AND STUDENT ACHIEVEMENT, which we took from the title present on page one of this manuscript, we then tab over and hit the page number icon. After clicking on it, your screen will look like the one below.

Next we will click on the Page Setup icon.

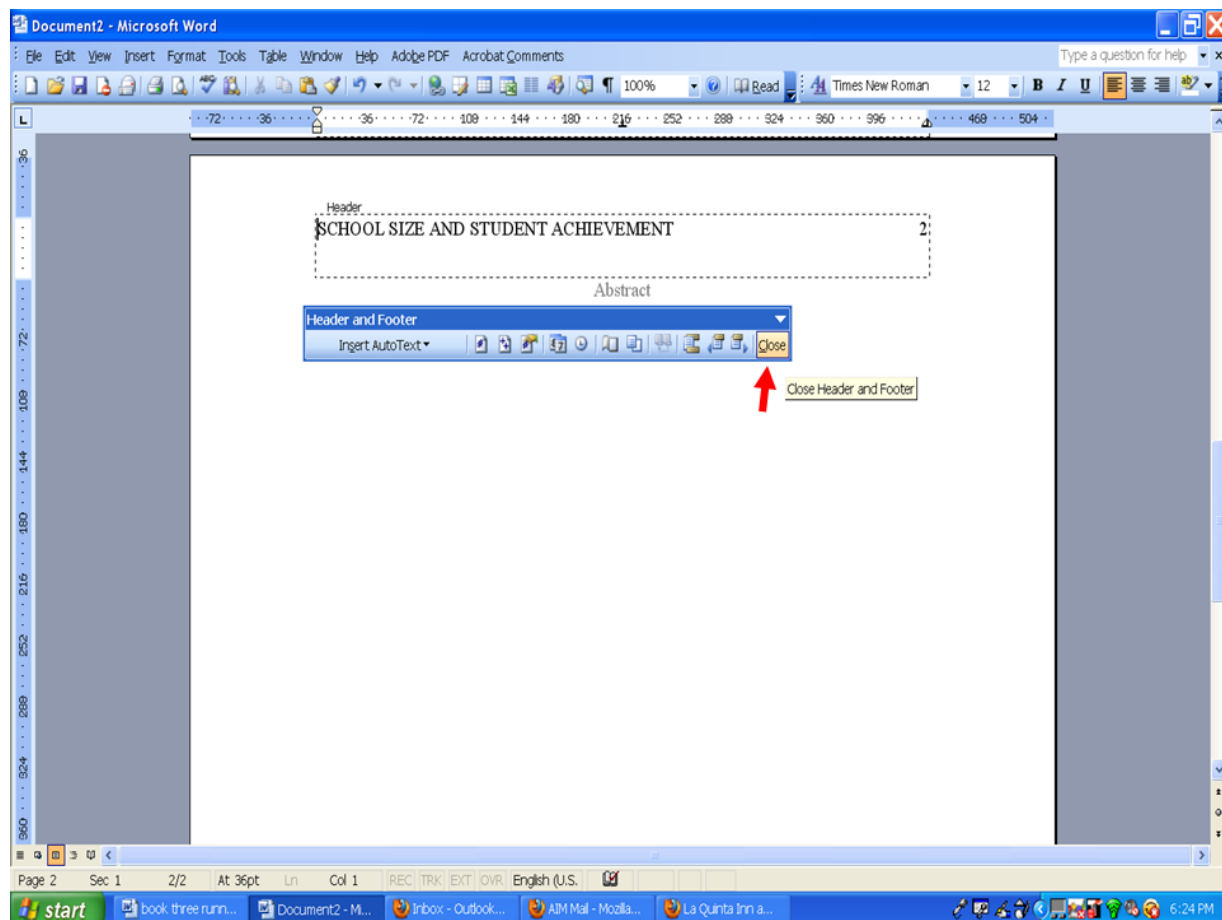**After clicking on the Page Setup icon, the following screen will appear.**

Click on Layout and this screen will appear. We will now click on Headers and Footers Different First Page.

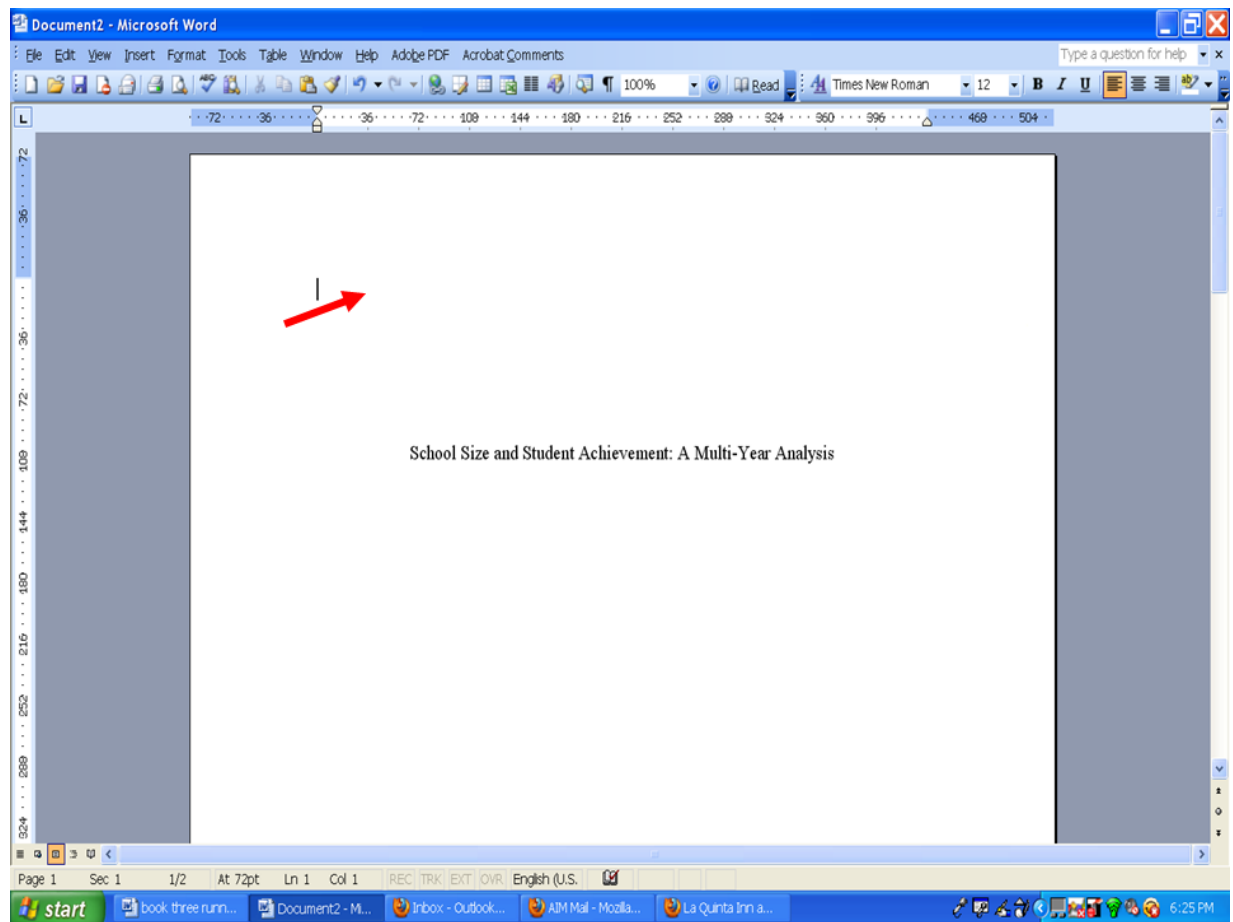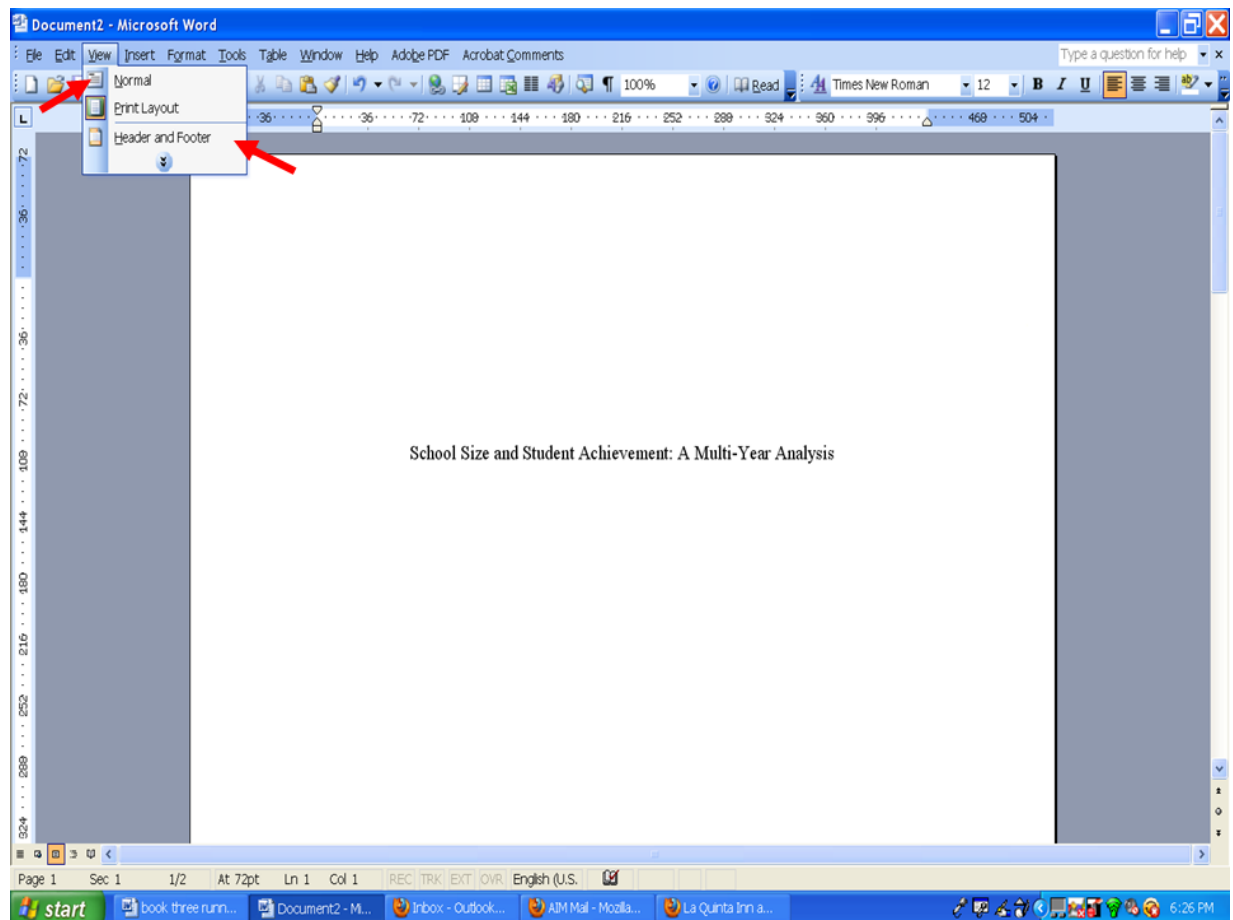**After the Different first page box is clicked on, then click on OK.**

Now click on close.

By doing this, you have created a page header that will be at the top of your manuscript for pages 2 through the end of the manuscript. We now have to create the Running head for page one.
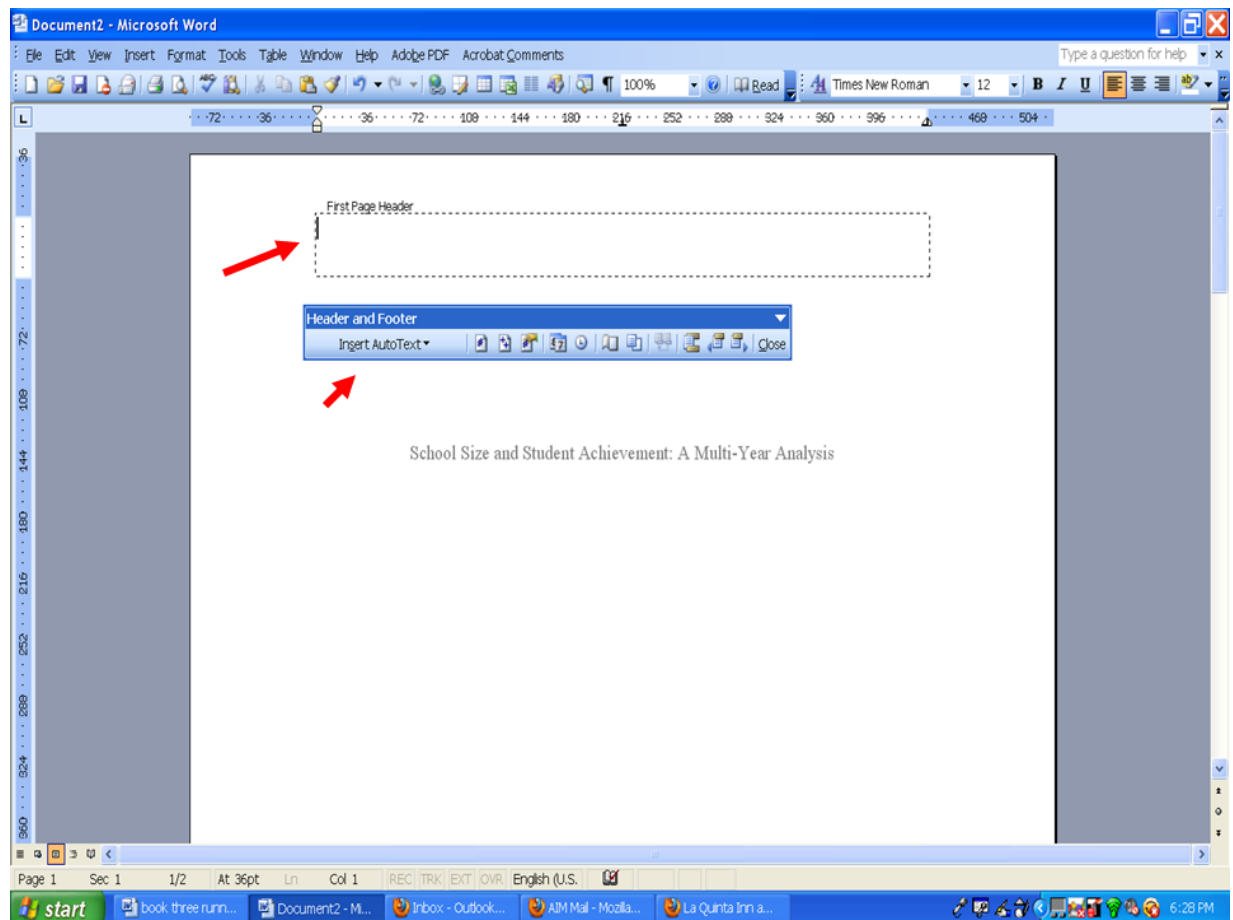
To do this, move your cursor to page one, to where you have typed the title of your manuscript. You should notice that on page one, you do not have the page header that you typed previously. It is only present for pages 2 through the end of your manuscript.
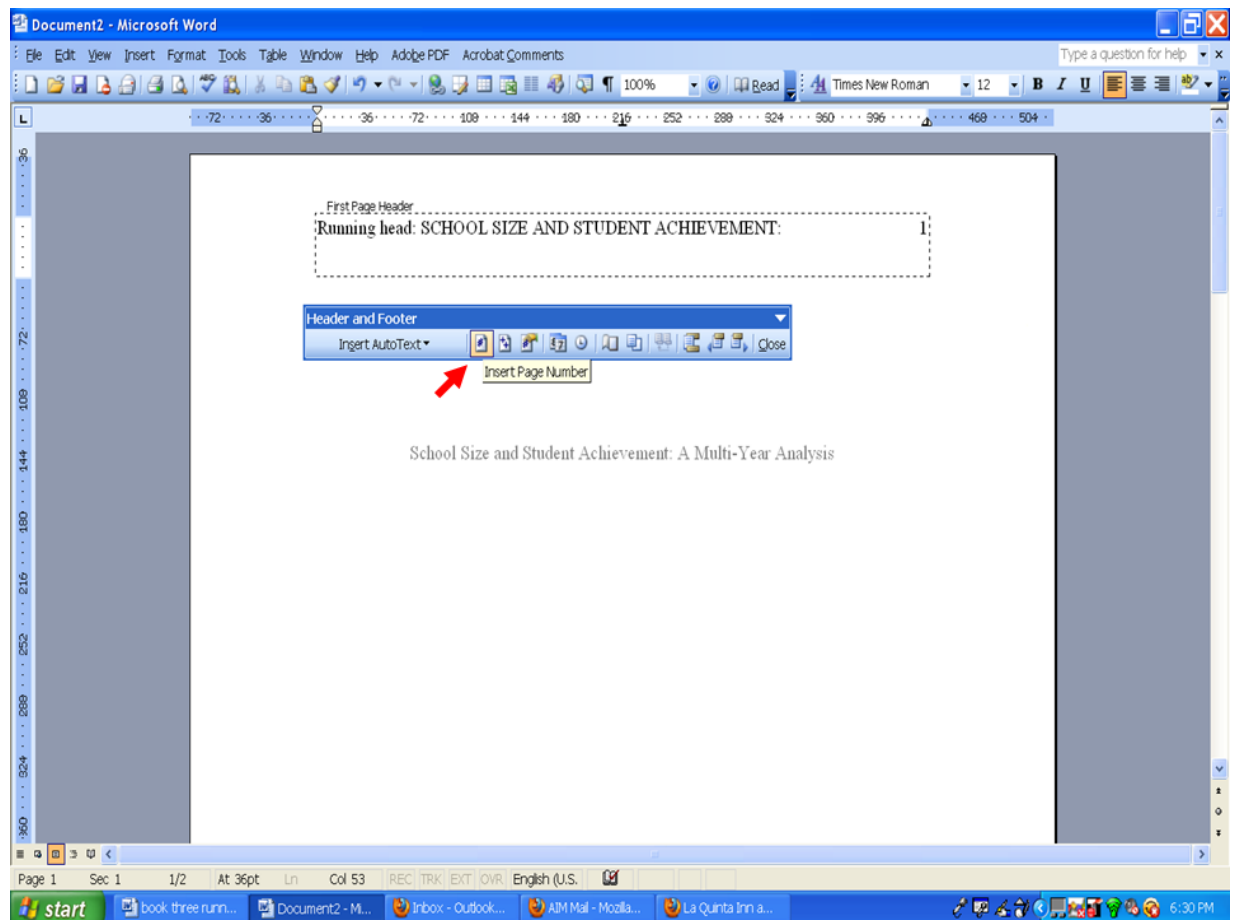
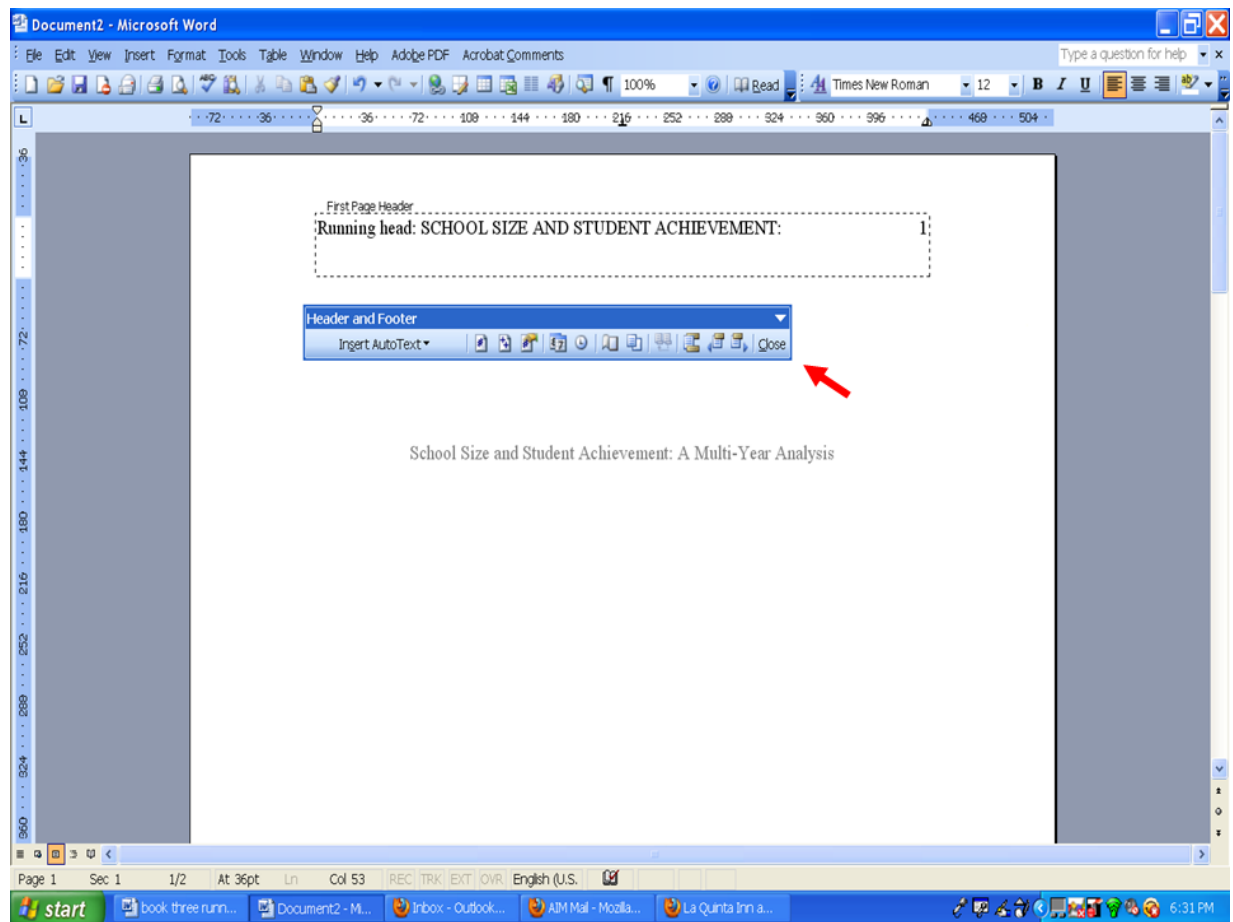**Now click on View and then Header and Footer.**

Then the following screen will appear that will allow you to type in the information for your Running head for page one. Below the box where you will type in your Running head is a toolbox, the same one that was present when you typed in your page header information for page two.
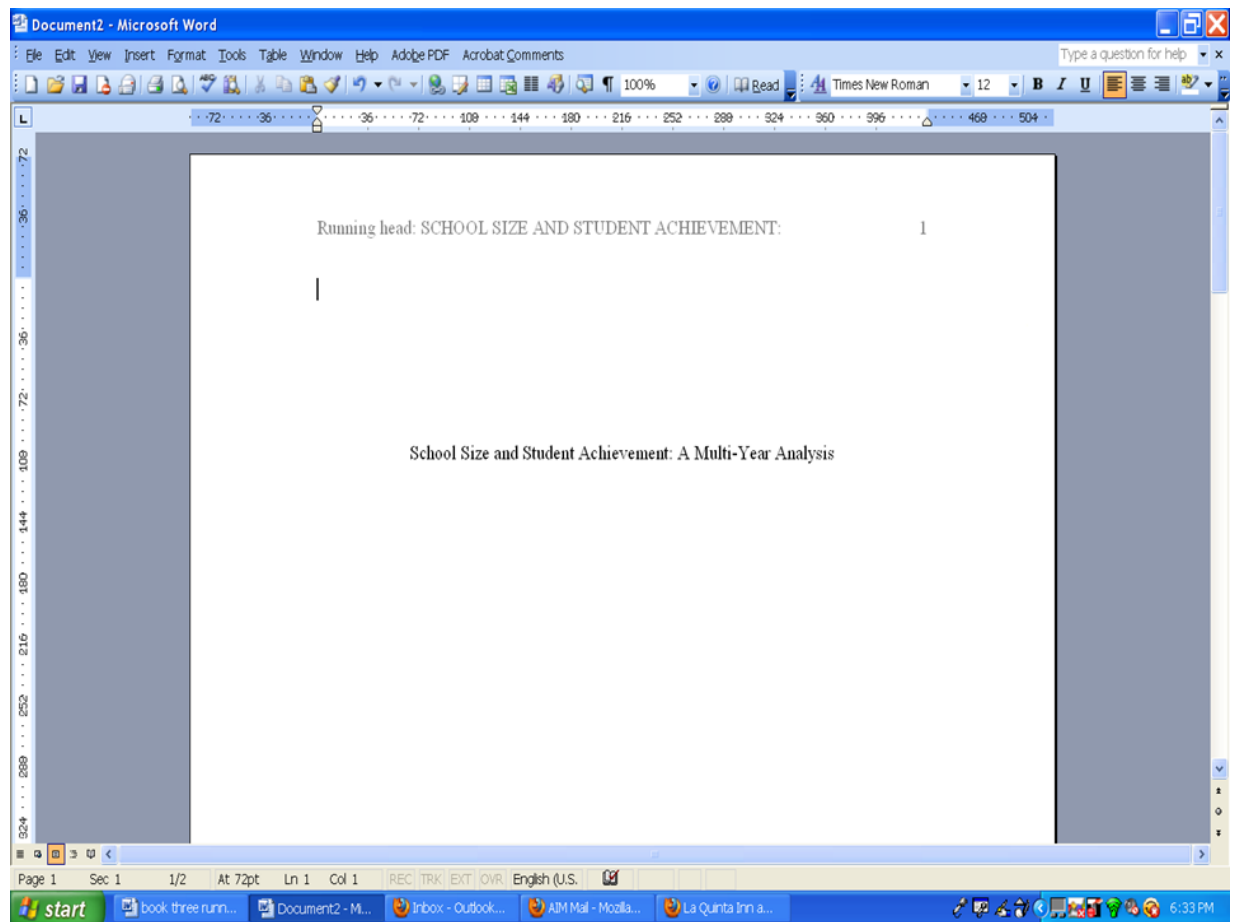
For the first page, we type in Running head: and then the same words we typed as our page header on page two. After typing in those letters in all caps, we hit the tab key and the insert page number icon.
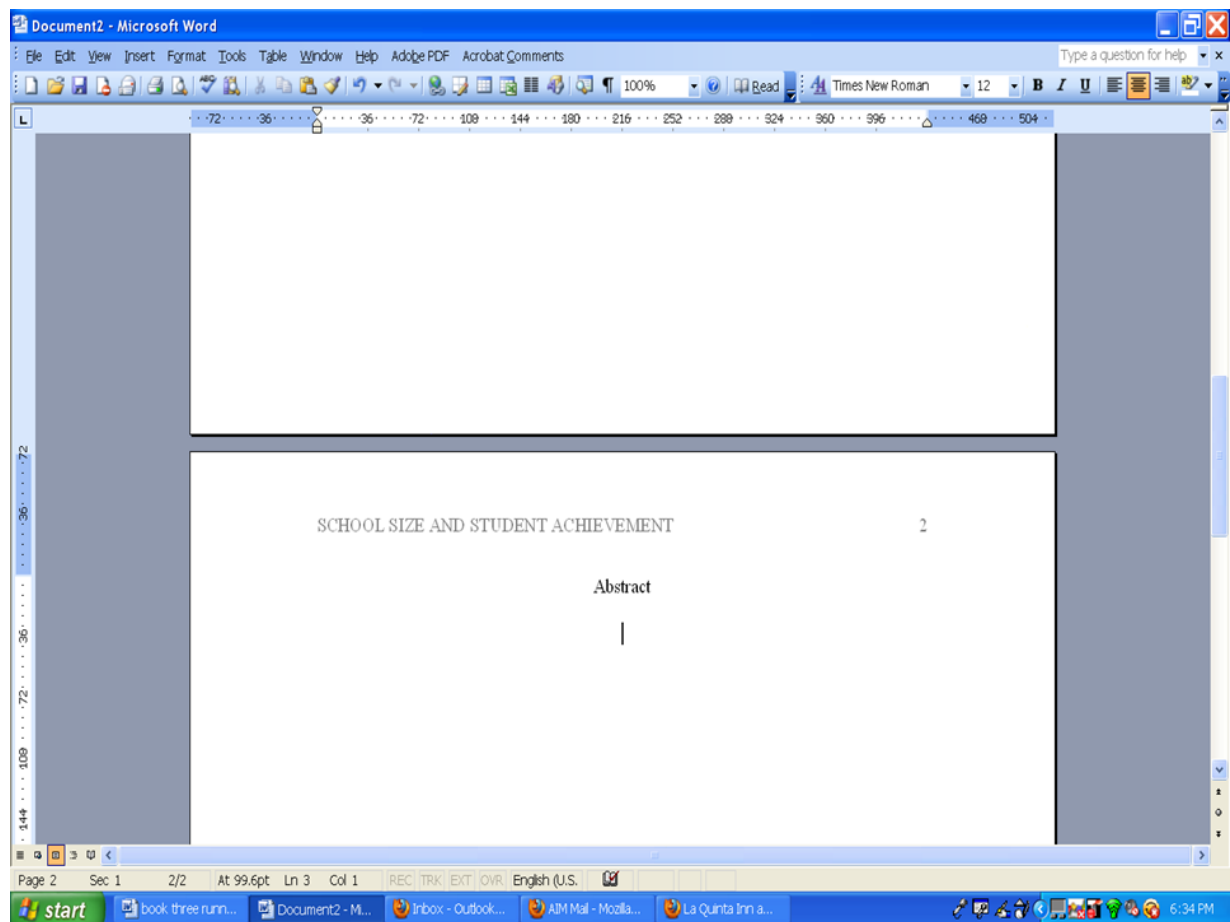
Once your screen looks like the one below, where you have your Running head: followed by the same exact words you typed as your page header and then the page number to the far right, then click on Close.

Now your first page, your title page looks like:

Moving your cursor to the second page shows that it reads as:

SCHOOL SIZE AND STUDENT ACHIEVEMENT   2

Abstract

You can now create the rest of your manuscript. The page header on page two will reappear on the top of all of your remaining pages in your manuscript.

Running Head and Page Header (2007 Word Version)

About the Authors

- **John R. Slate** is a Professor at Sam Houston State University where he teaches Basic and Advanced Statistics courses, as well as professional writing, to doctoral students in Educational Leadership and Counseling. His research interests lie in the use of educational databases, both state and national, to reform school practices. To date, he has chaired and/or served over 100 doctoral student dissertation committees. Recently, Dr. Slate created a website (Writing and Statistical Help) to assist students and faculty with both statistical assistance and in editing/writing their dissertations/theses and manuscripts.
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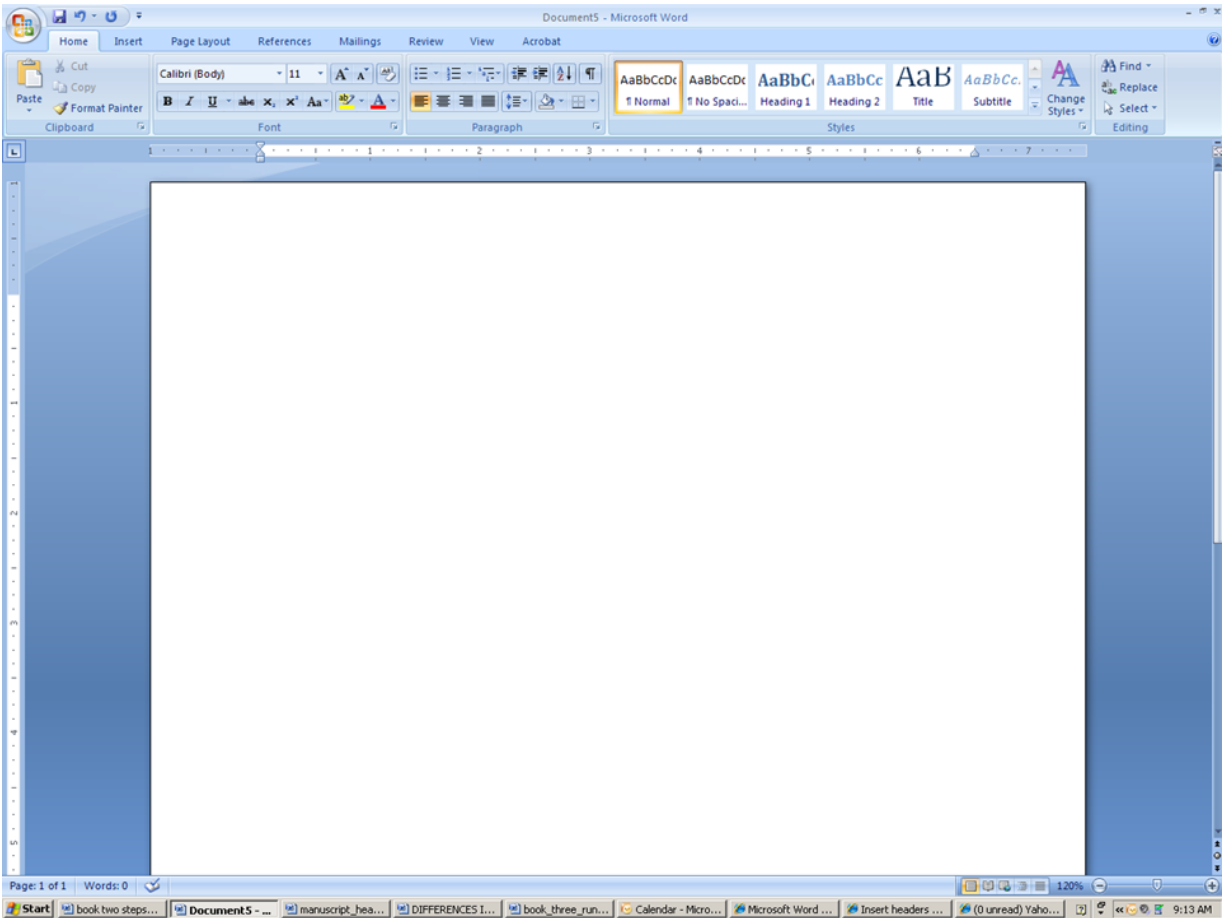
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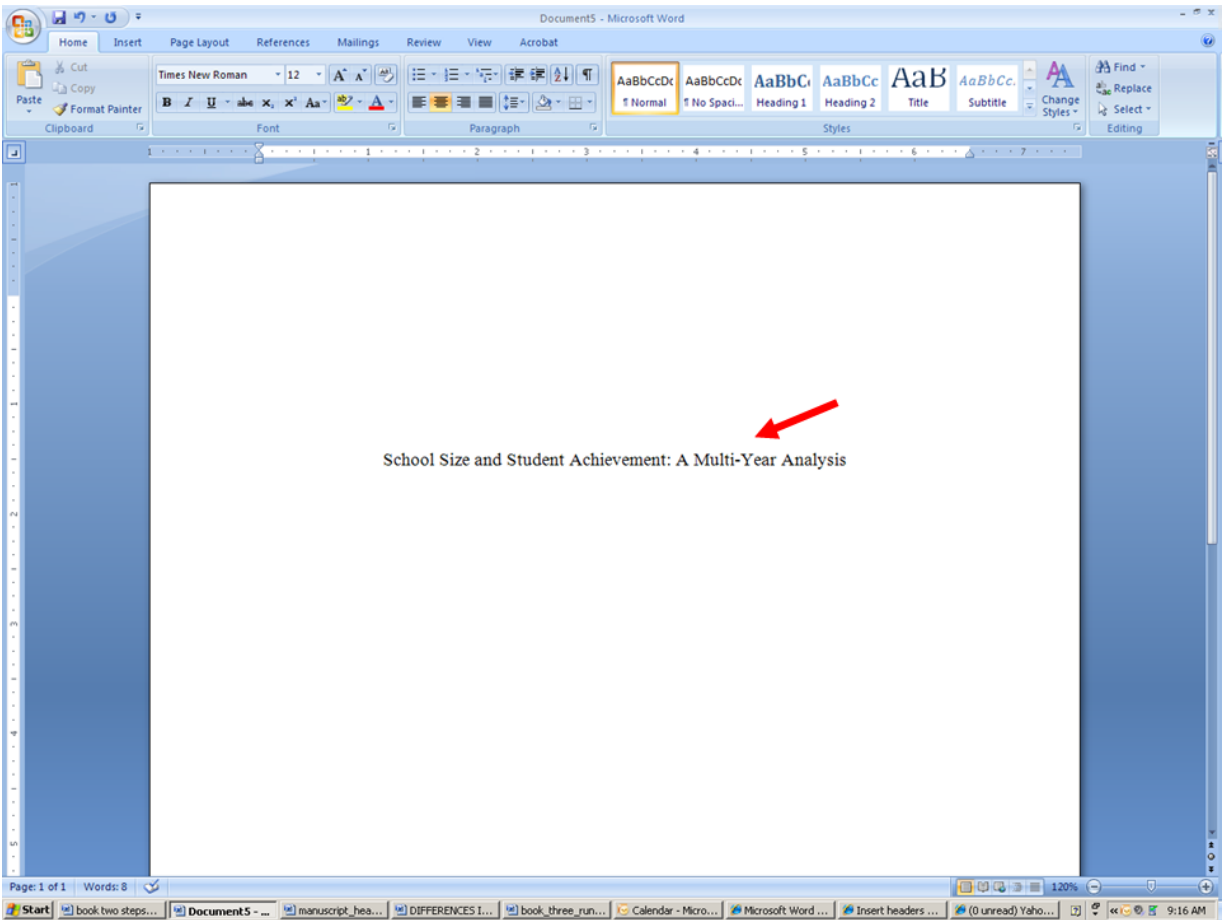
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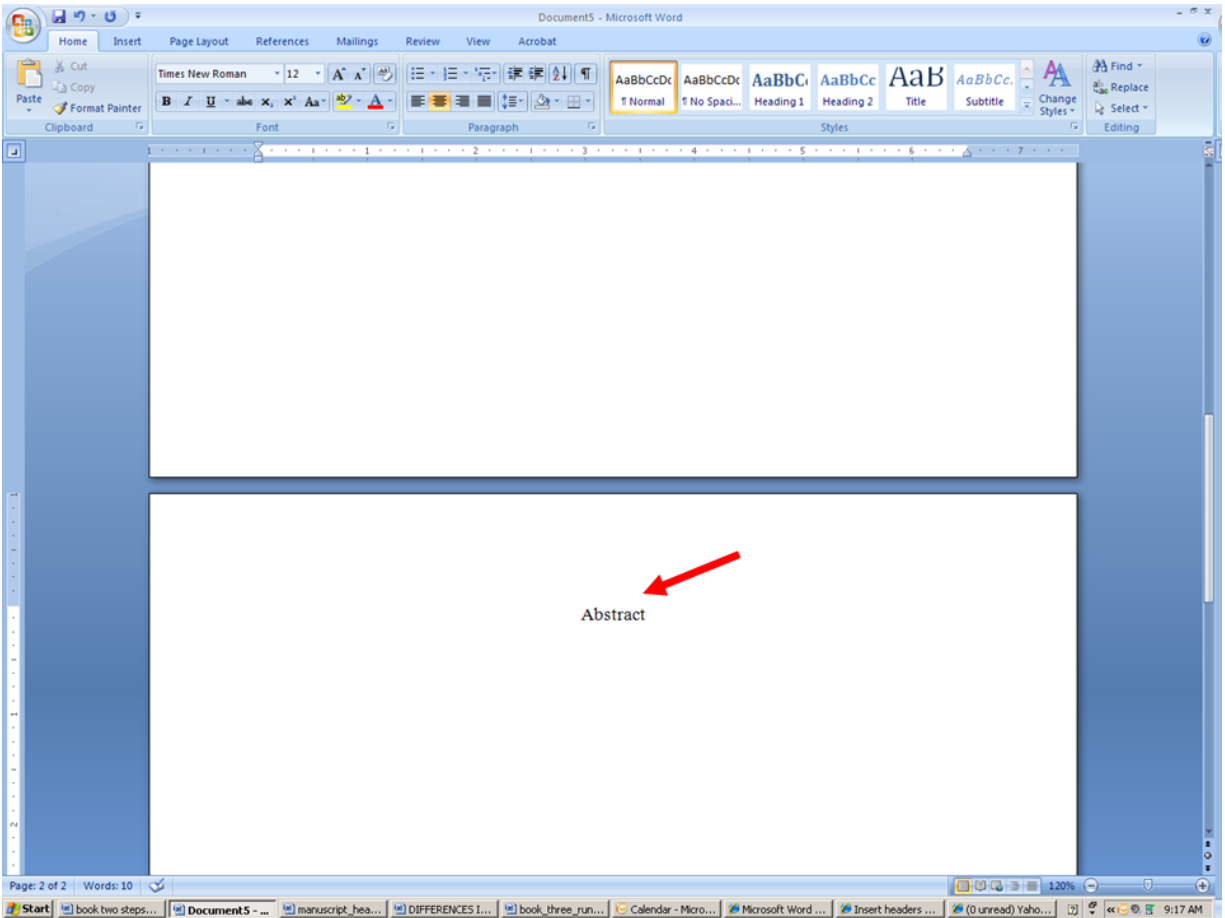
Step One

First open a word document (Microsoft Word 2007 version)

Next, create the title for your manuscript and center it. Your title should be no more than 15 words, as per APA 6th edition, and should be centered left to right and about one-third from the top of the page. Your name and institutional affiliation will also be typed onto the title page, but not for this blinded version, the one that would be submitted to a journal for review.
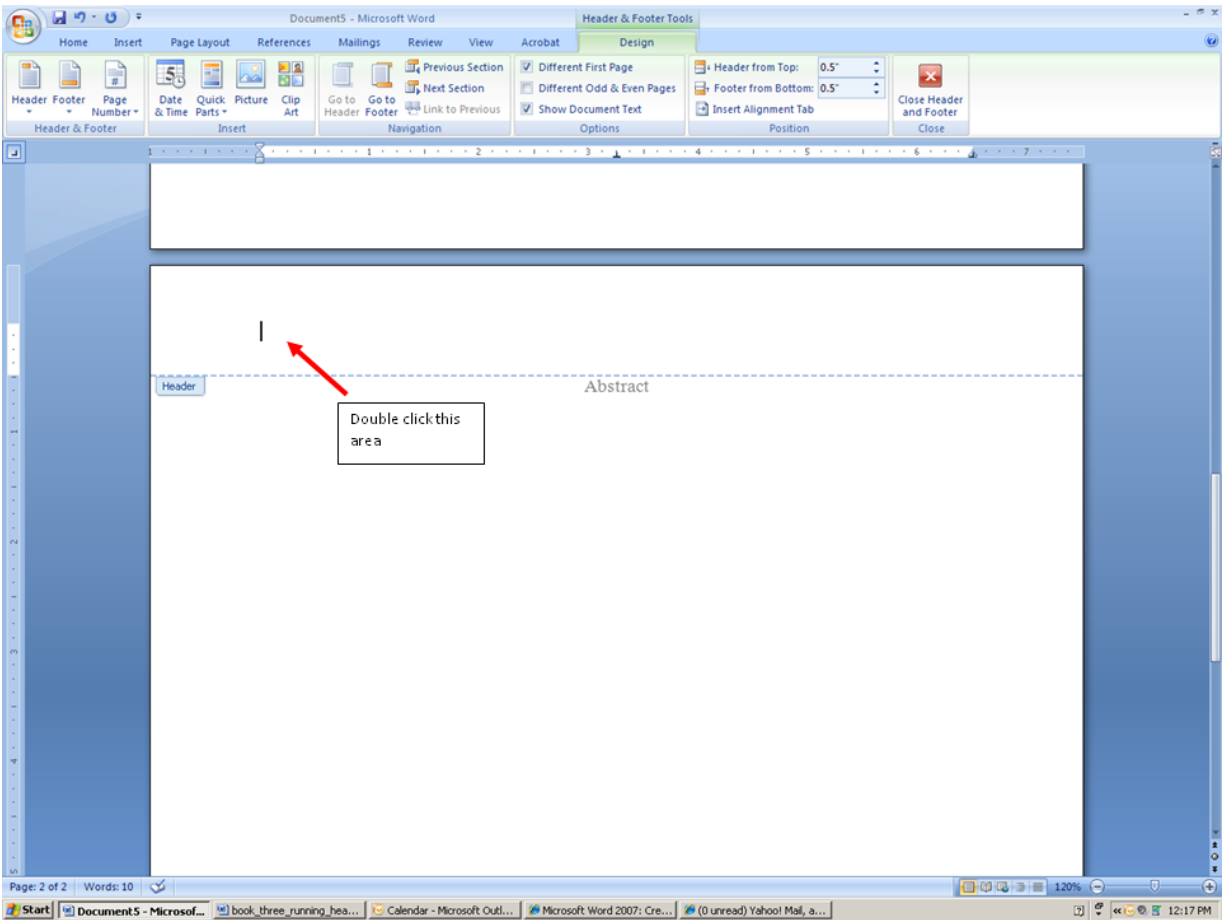
School Size and Student Achievement: A Multi-Year Analysis

After you have created your title page, then either use the page break or control/enter to force a second page. The second page will be your Abstract page.

Now that we have created two pages, we will now create the page header first for page two and then we will generate the Running head on page one.
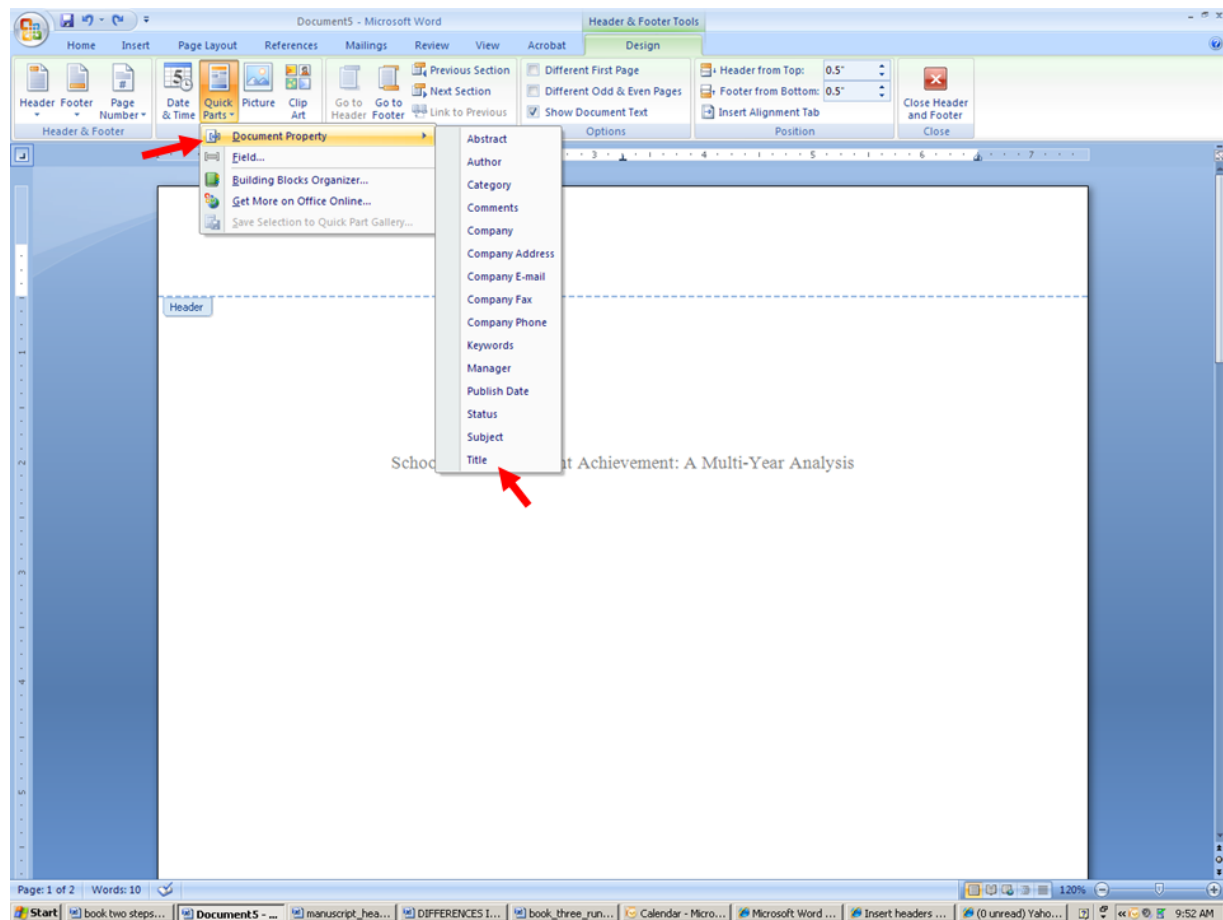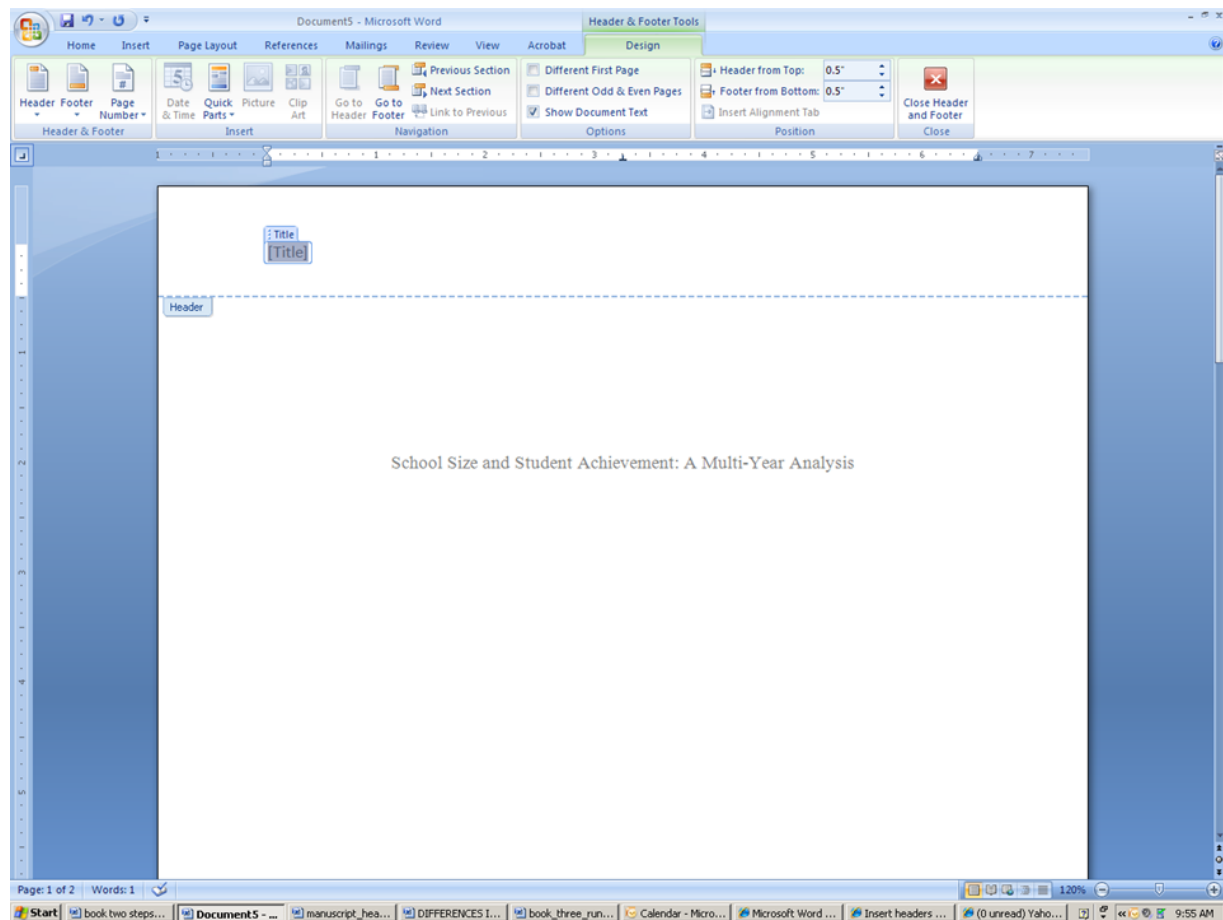
- √ **Double click Header**
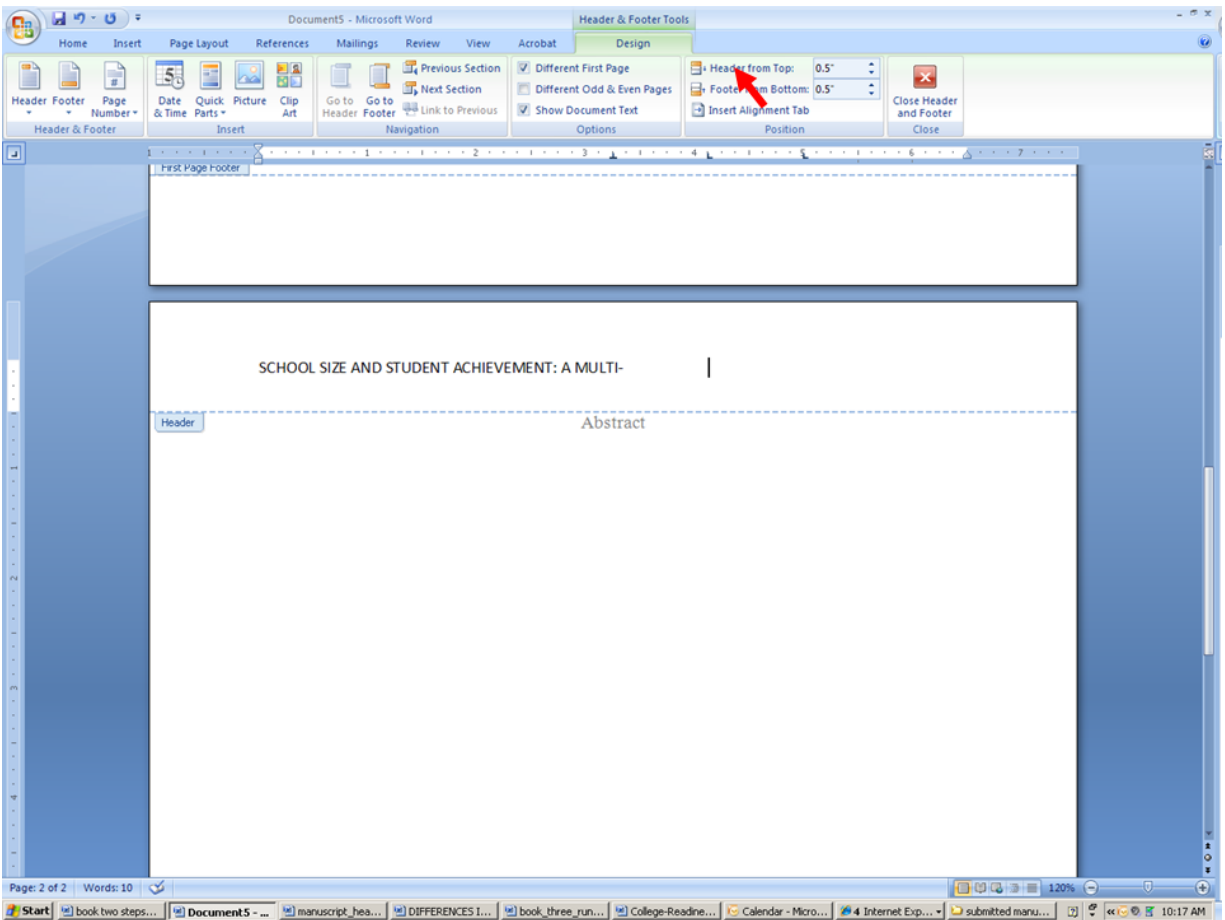
- √ **Go to Insert**
- √ **Click on Quick Parts**

When you click on Quick Parts, go to Document Property, then Title:

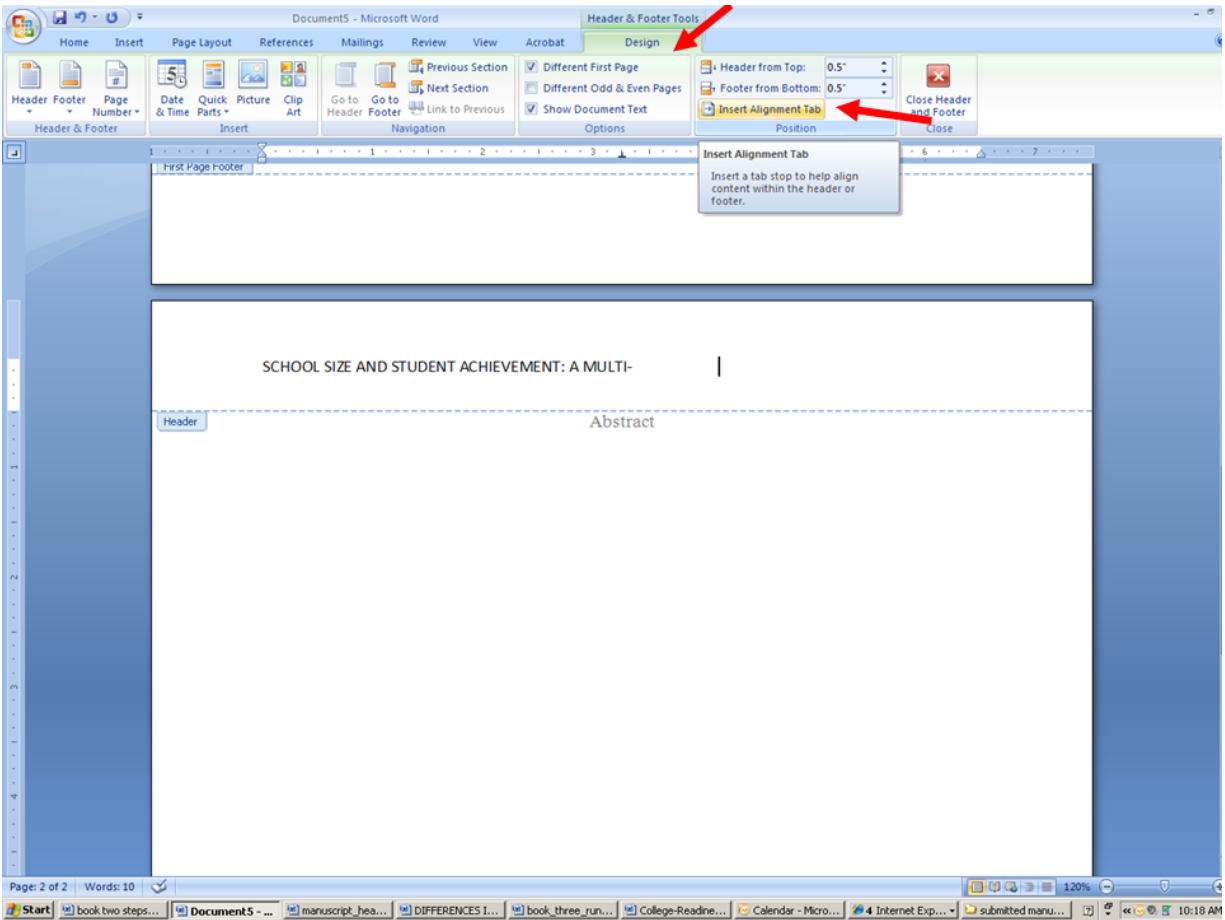**You now have a place in which to insert your Running head/page header and a tool bar.**

We will create the page header for page two and all of the following pages first. Notice that we are on the Abstract page which is page number two. As per APA 6th edition, we will type in a maximum of 50 characters of the title. Notice that the page header is entirely written in capital letters. Your page should resemble the following:
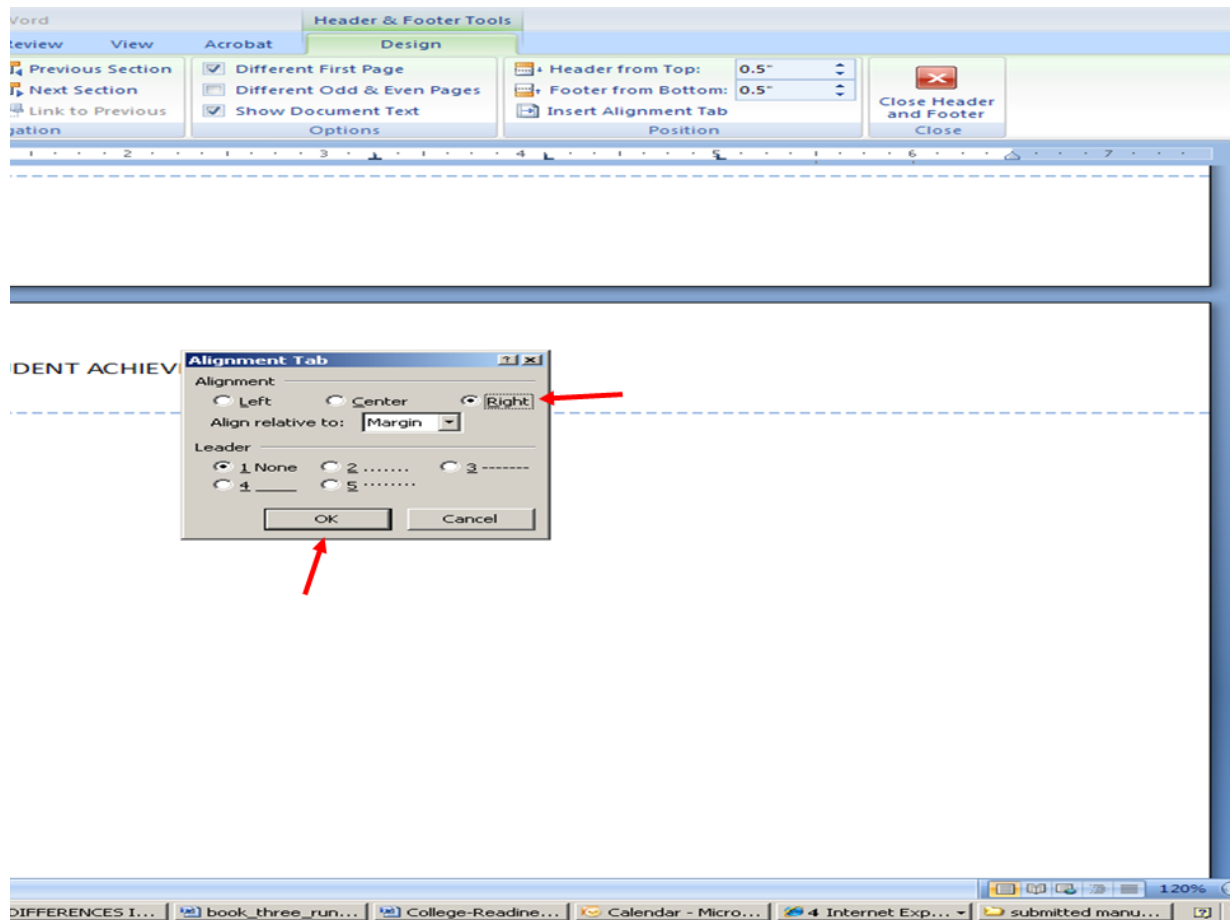
You must click out of title, but remain in the Header.
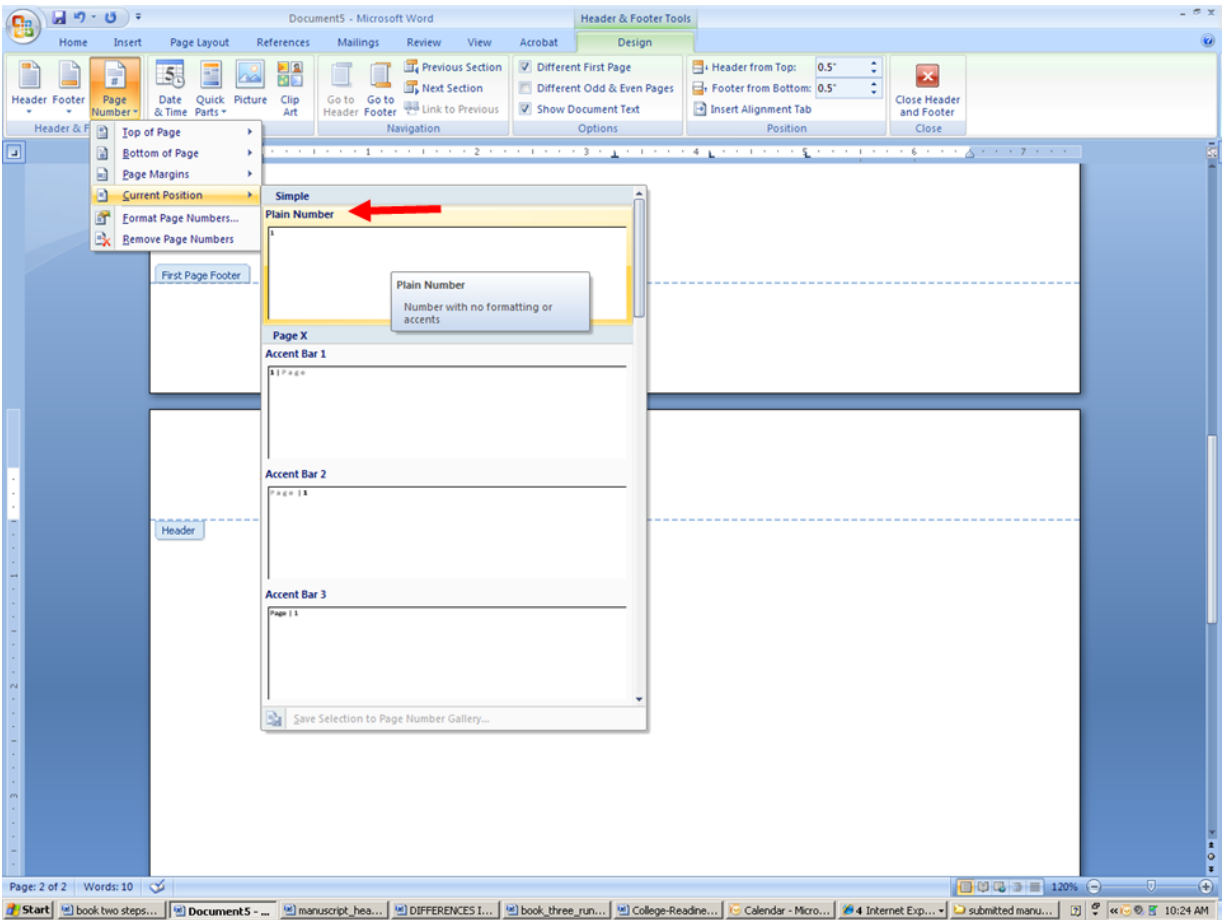
Step Two: Inserting the page number

- √ **Go to Design**
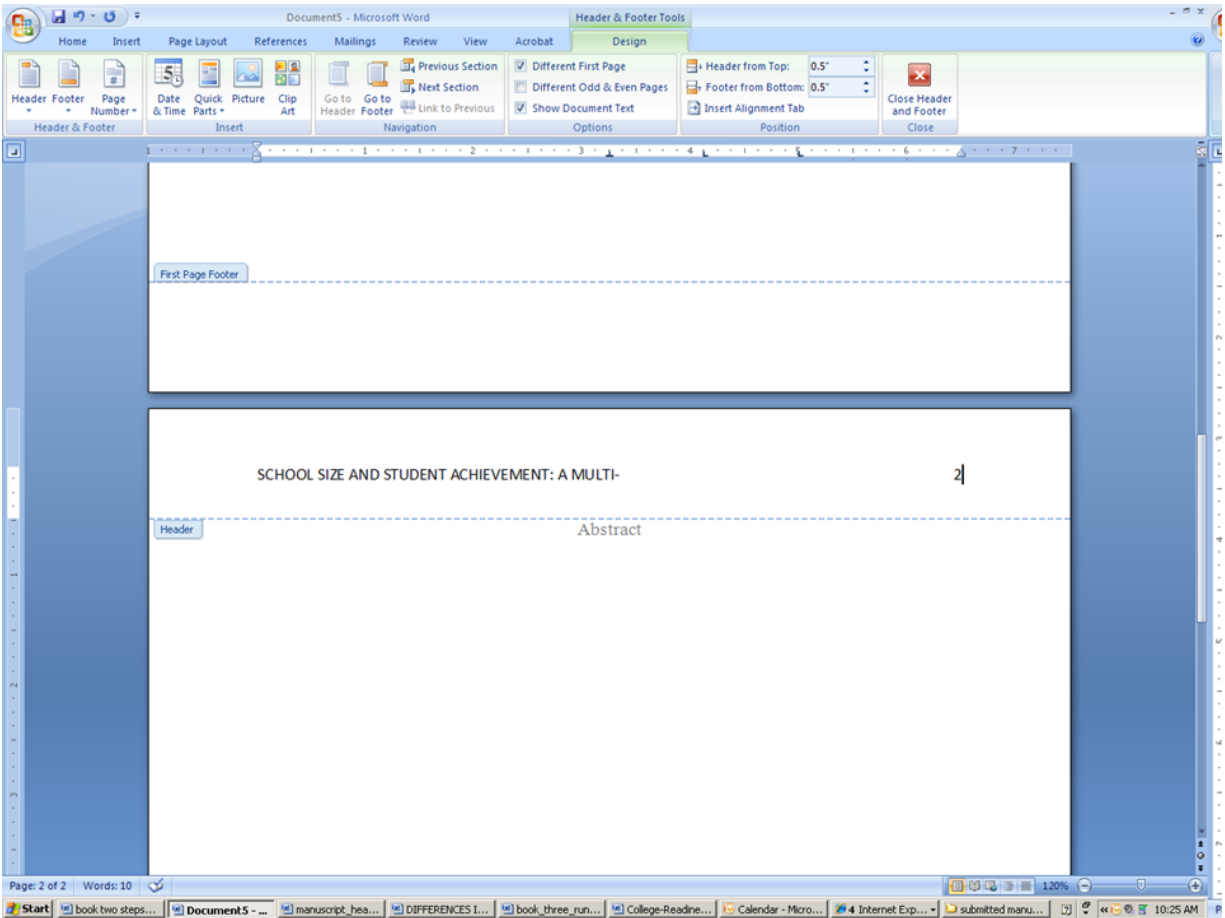- √ **Go to Position**
- √ **Click on Insert Alignment Tab**

- √ **Click on Right Alignment**
- √ **OK**

- √ **Go to Header & Footer**
- √ **Click on Page Number**
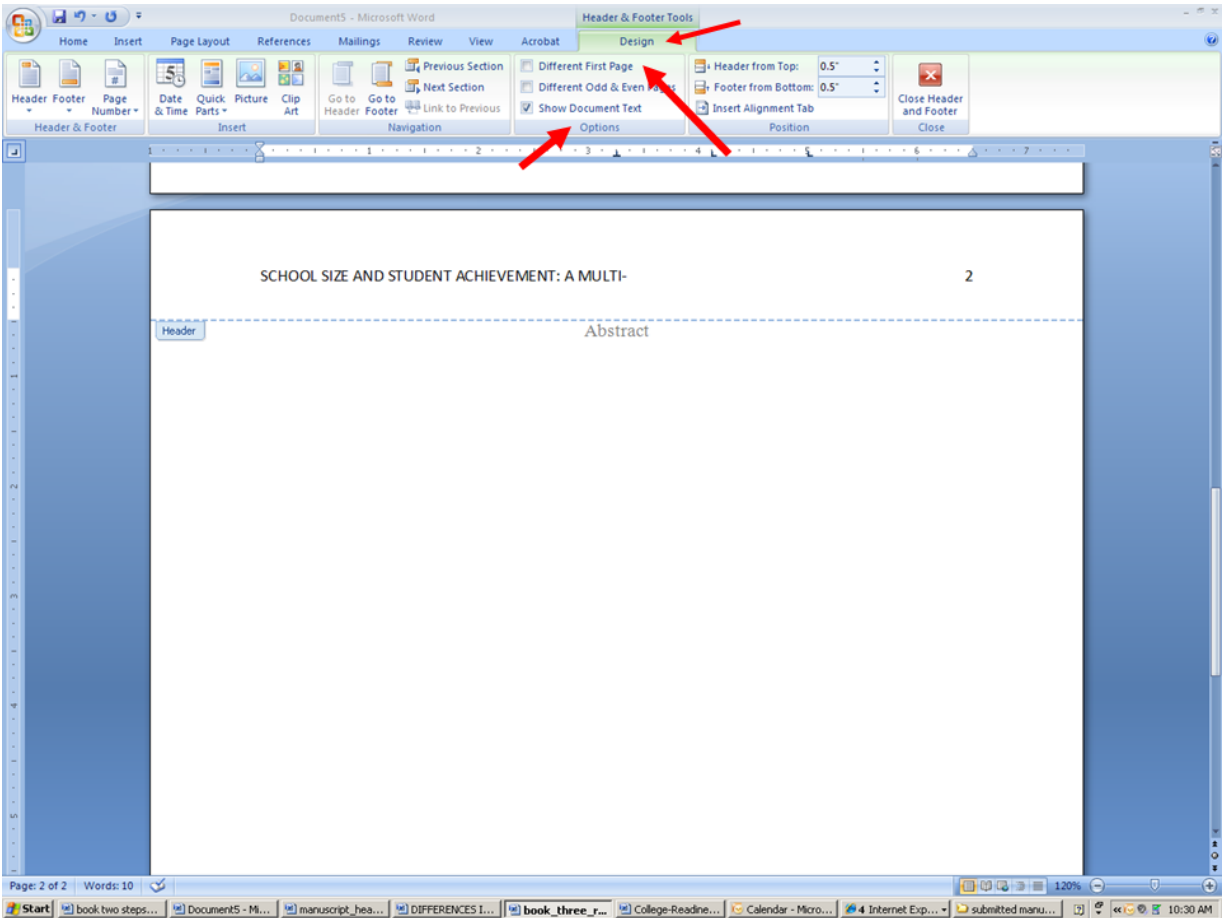- √ **Current Position**
- √ **Plain Number**

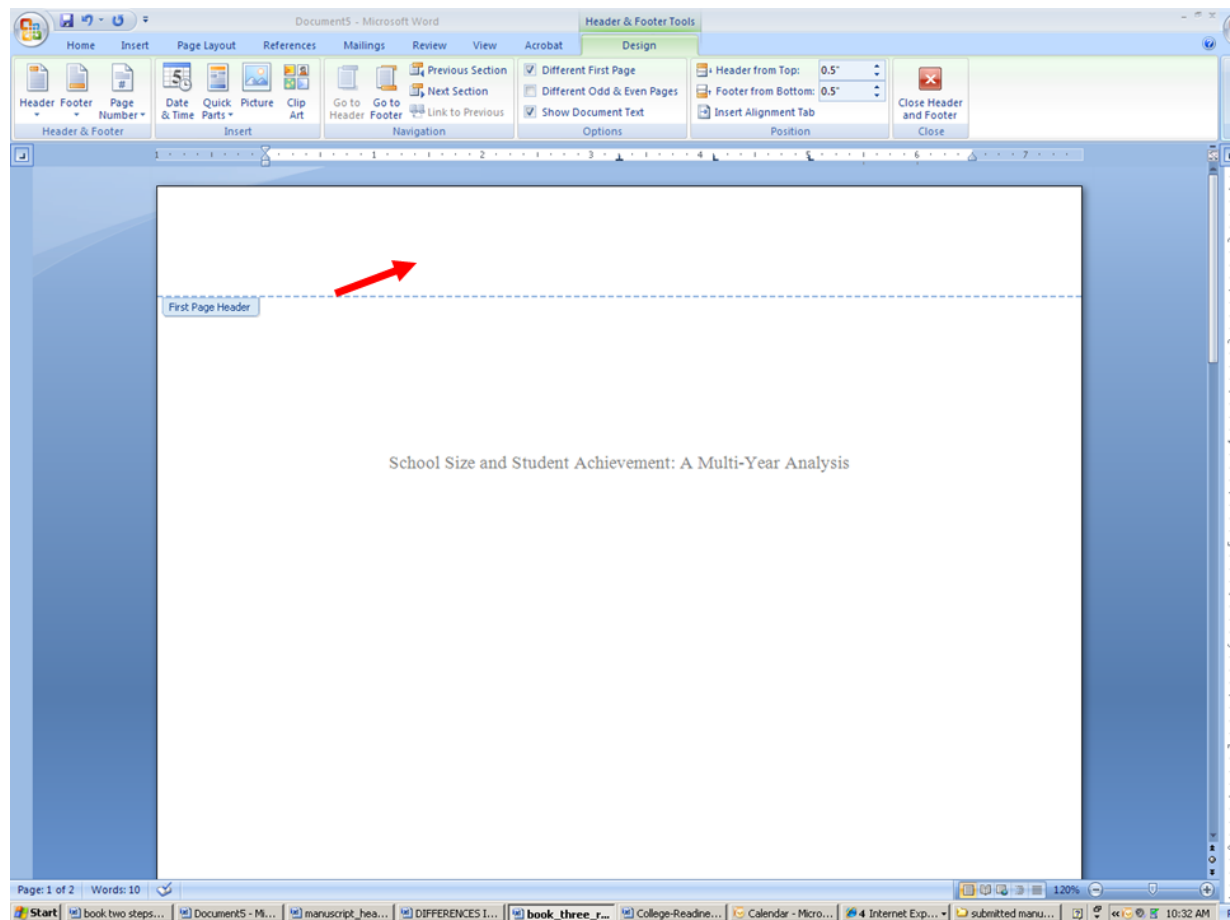****** Your page should resemble the following:**

Step Three: Creating a different page

- √ **Go to Design**
- √ **Go to Options**
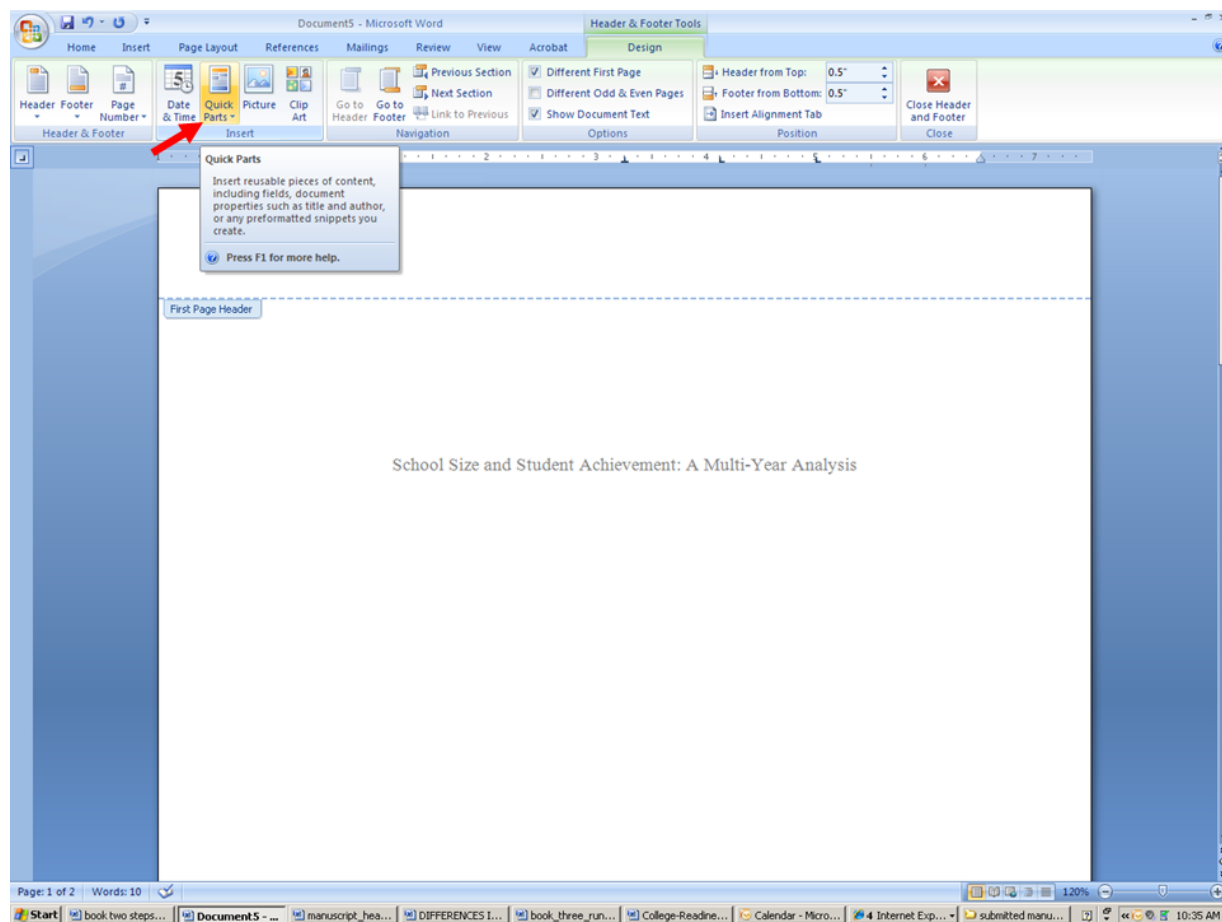- √ **Click on icon with "Different First Page"**

By following these steps, you have now created a page header that will be at the top of your manuscript for pages 2 through the end of the manuscript. We now have to create the Running head for page one.

To do this, move your cursor to page one, to where you have typed the title of your manuscript. You should notice that on page one, you do not have the page header that you typed previously. It is only present for pages 2 through the end of your manuscript.
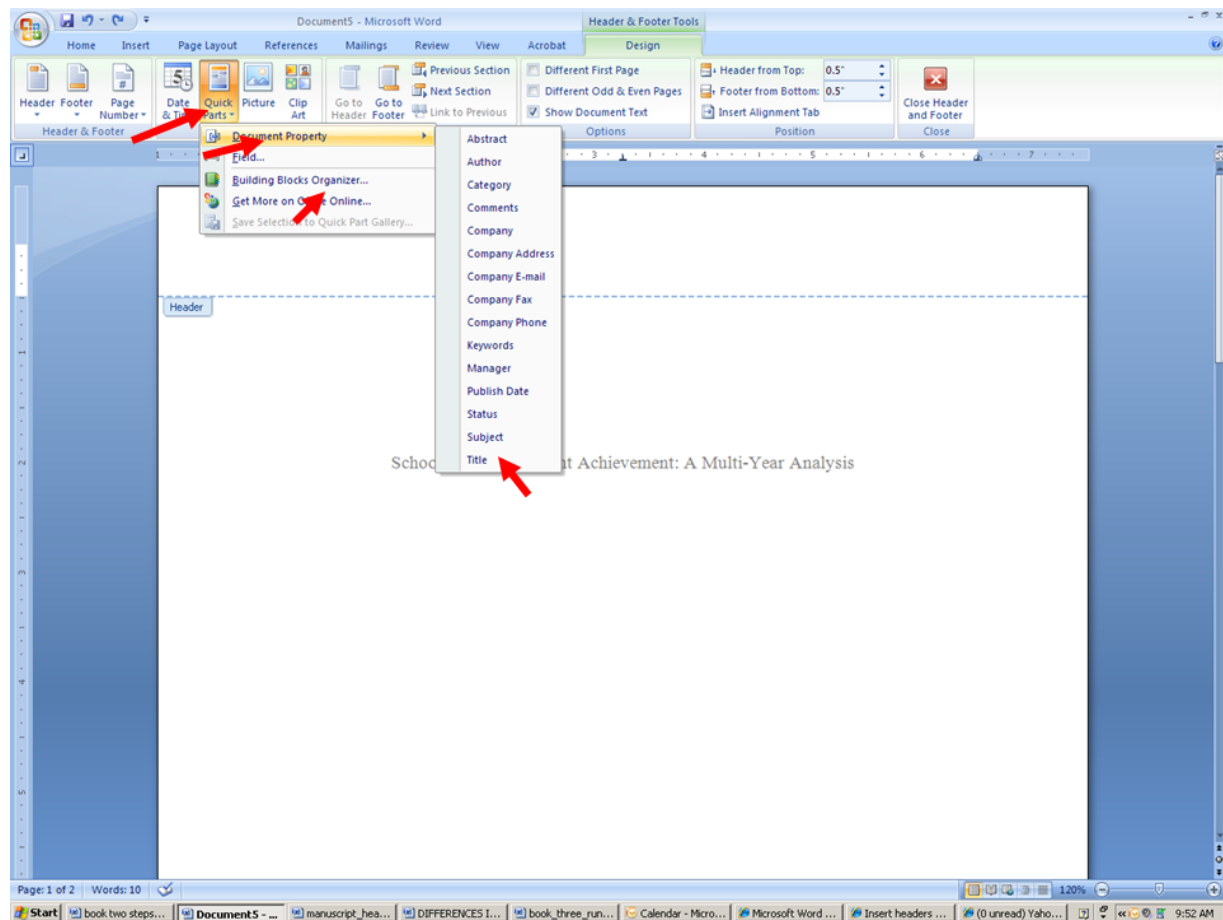
Step Four: Adding a Running Head

- √ **Double click Header**
- √ **Go to Insert**
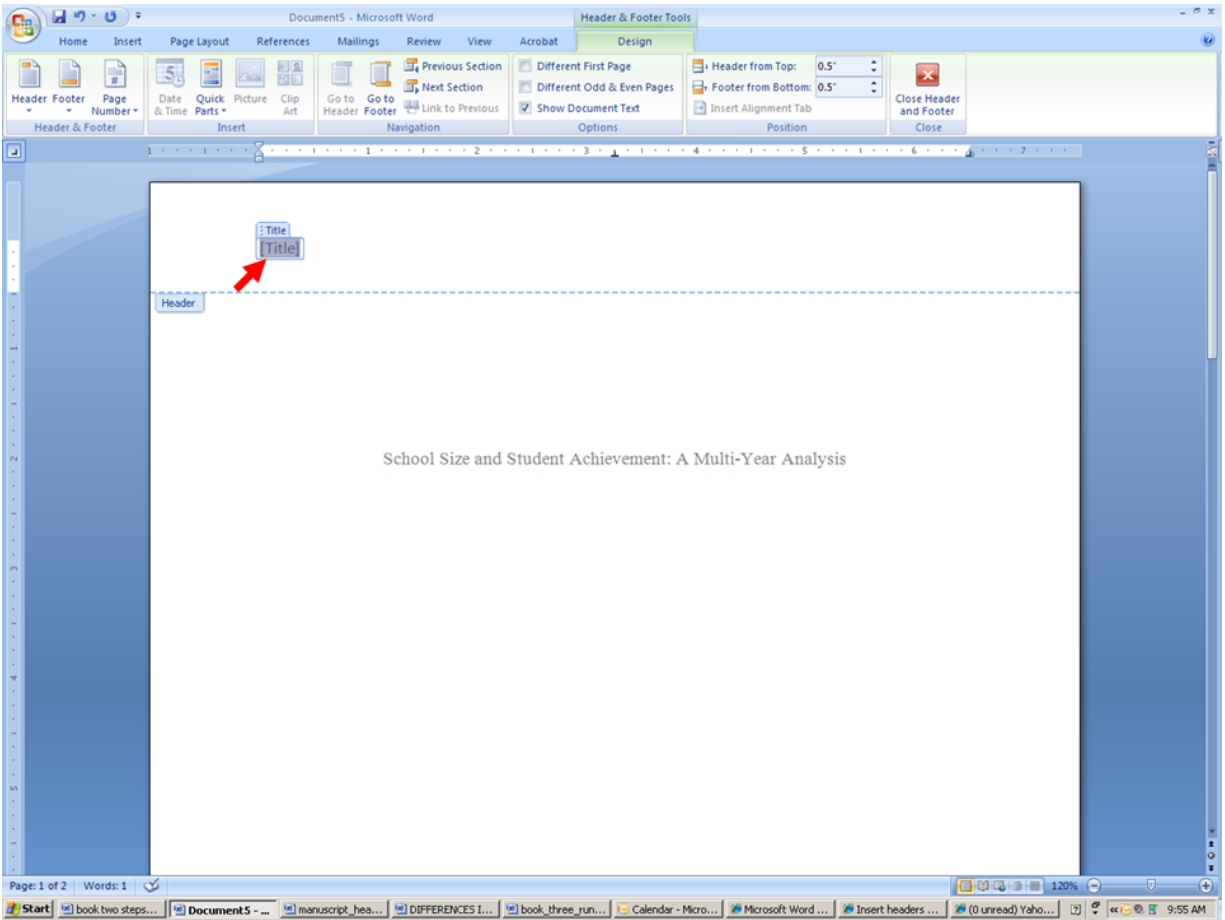- √ **Click on Quick parts**

Then the following screen will appear that will allow you to type in the information for your Running head for page one. Below the box where you will type in your Running head is a toolbox, the same one that was present when you typed in your page header information for page two.
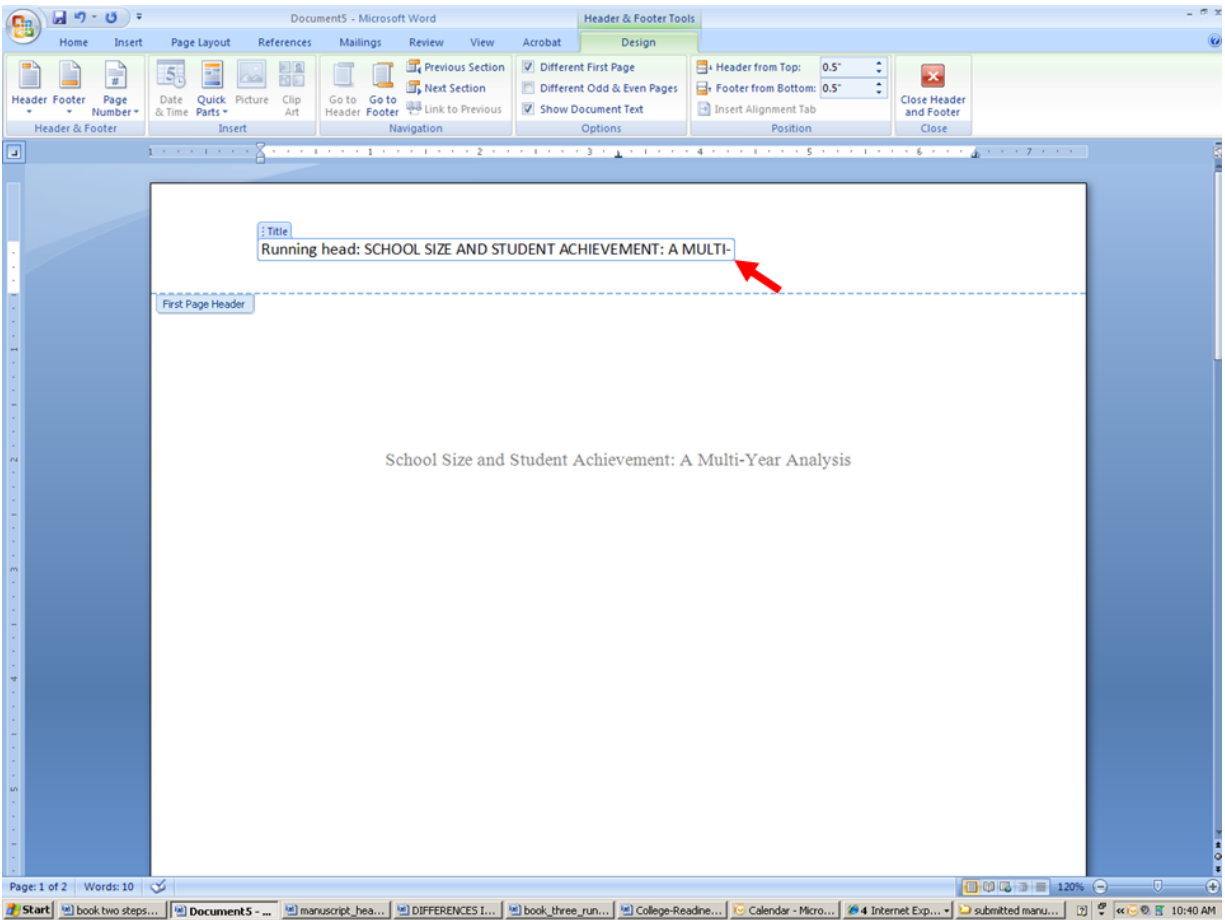
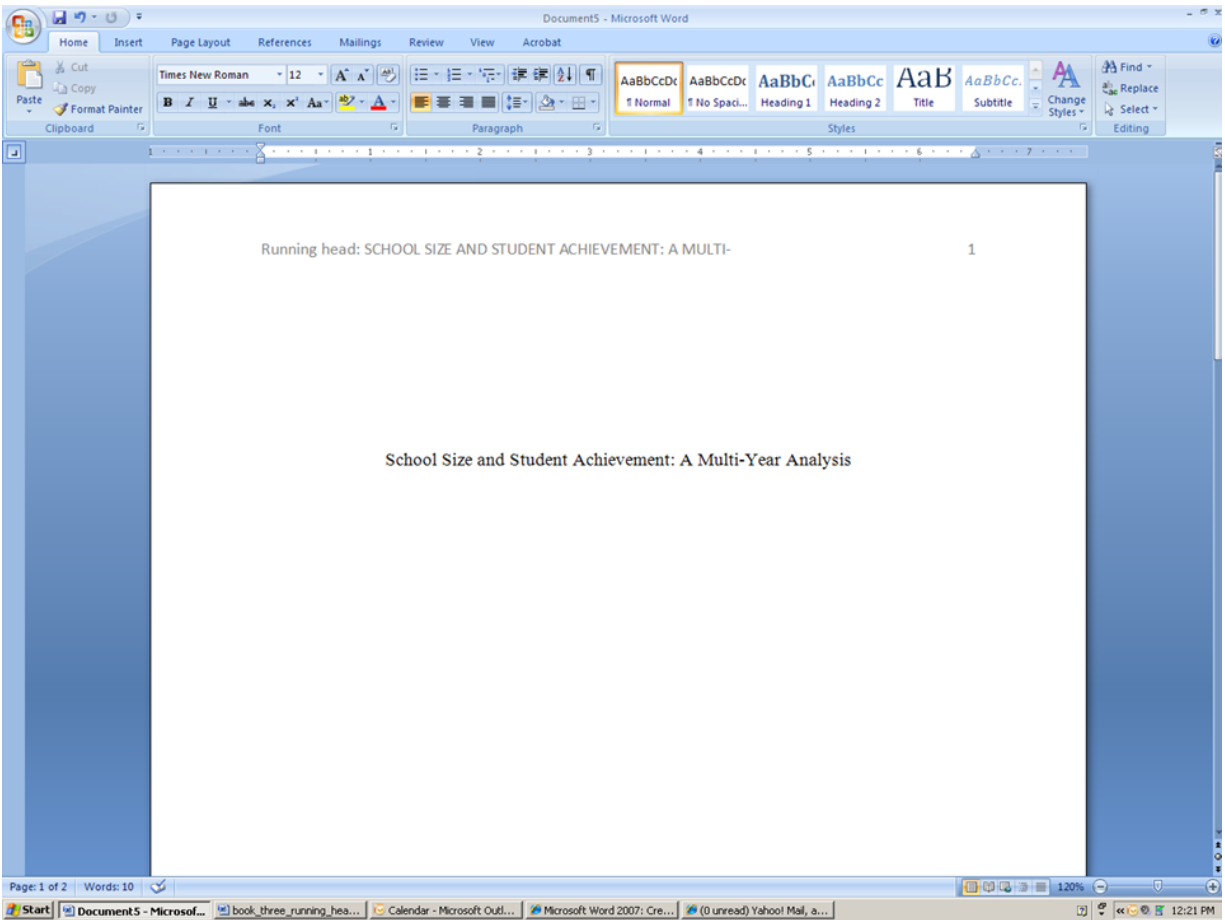**When you click on Quick Parts, go to Document Property, then Title:**

For the first page, we type in Running head: and then the same words we typed as our page header on page two.

Once your screen looks like the one below, where you have your Running head: followed by the same exact words you typed as your page header.
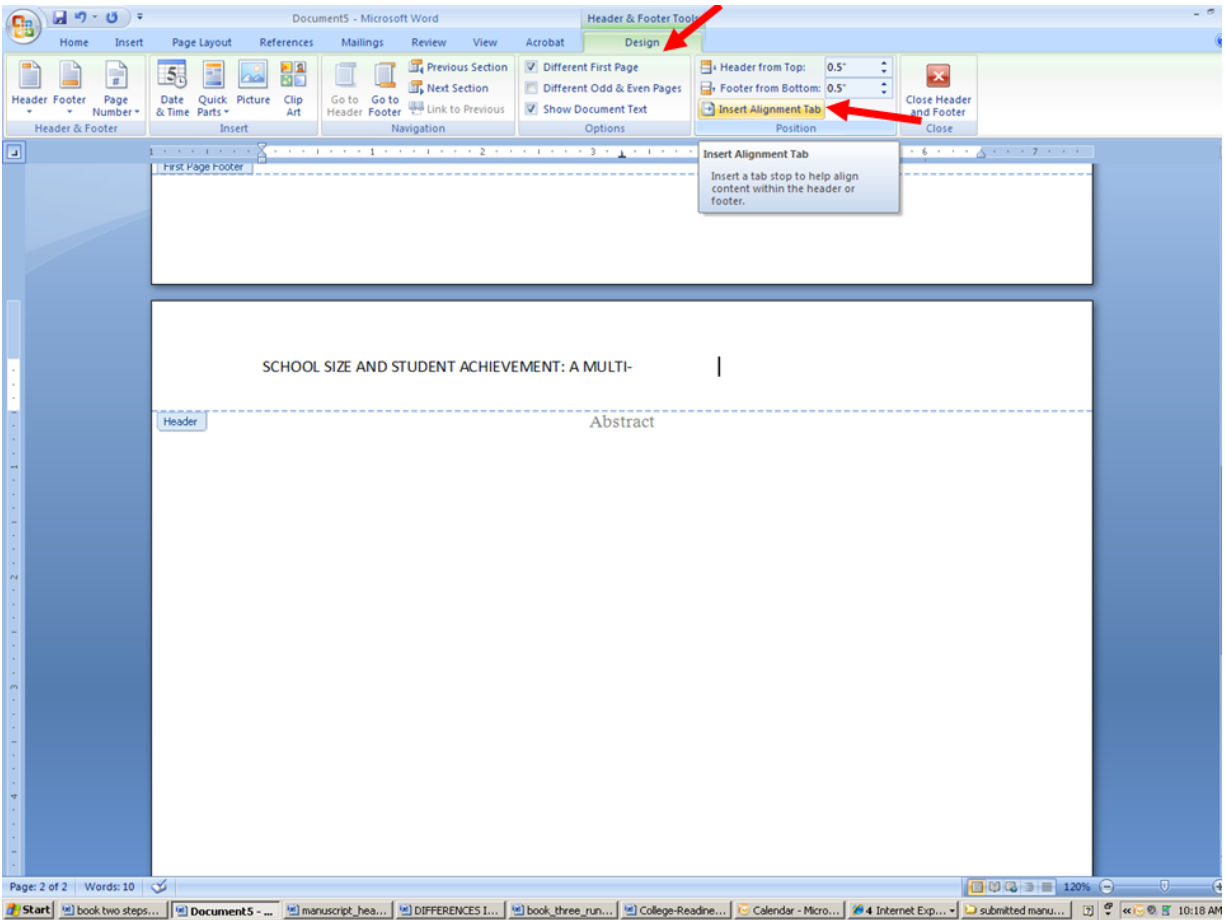
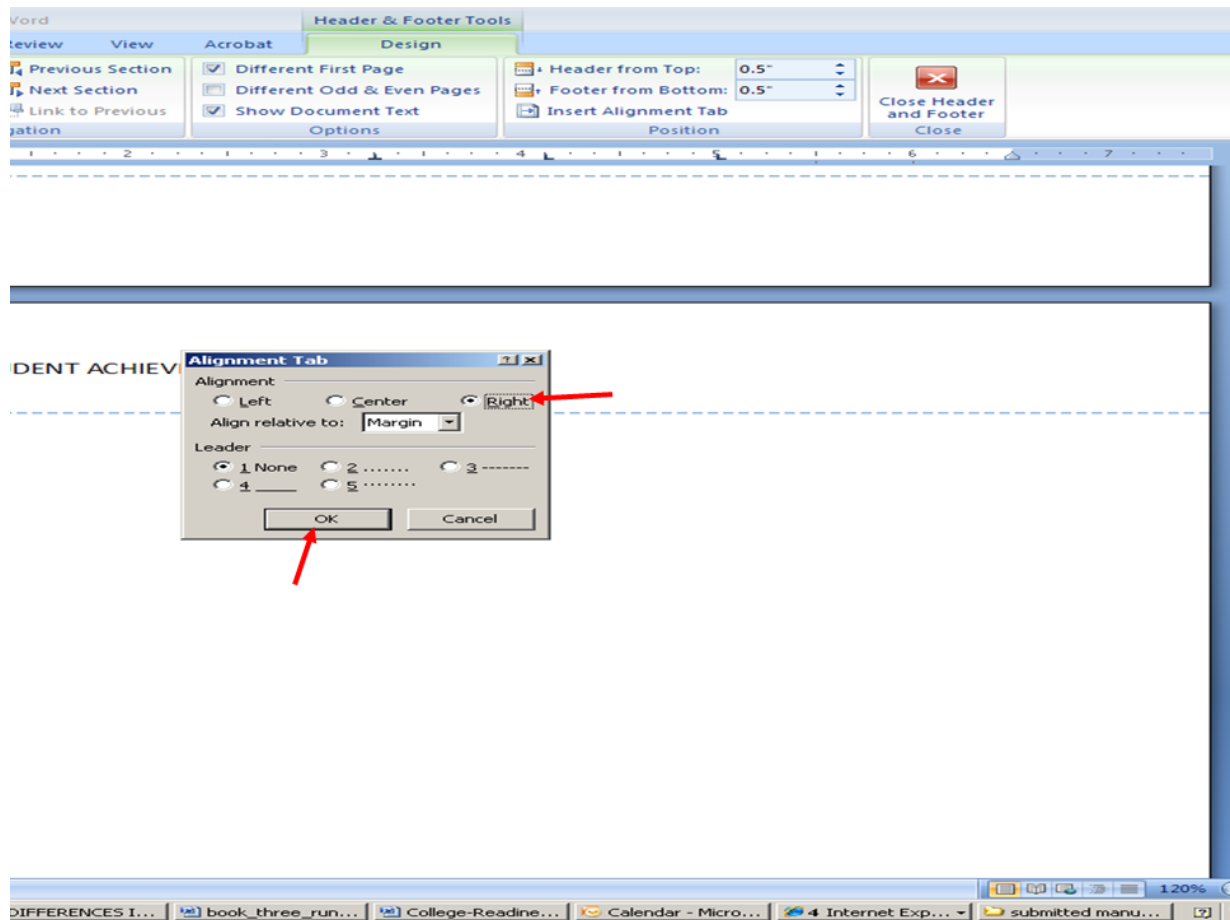**Now your first page, your title page looks like:**
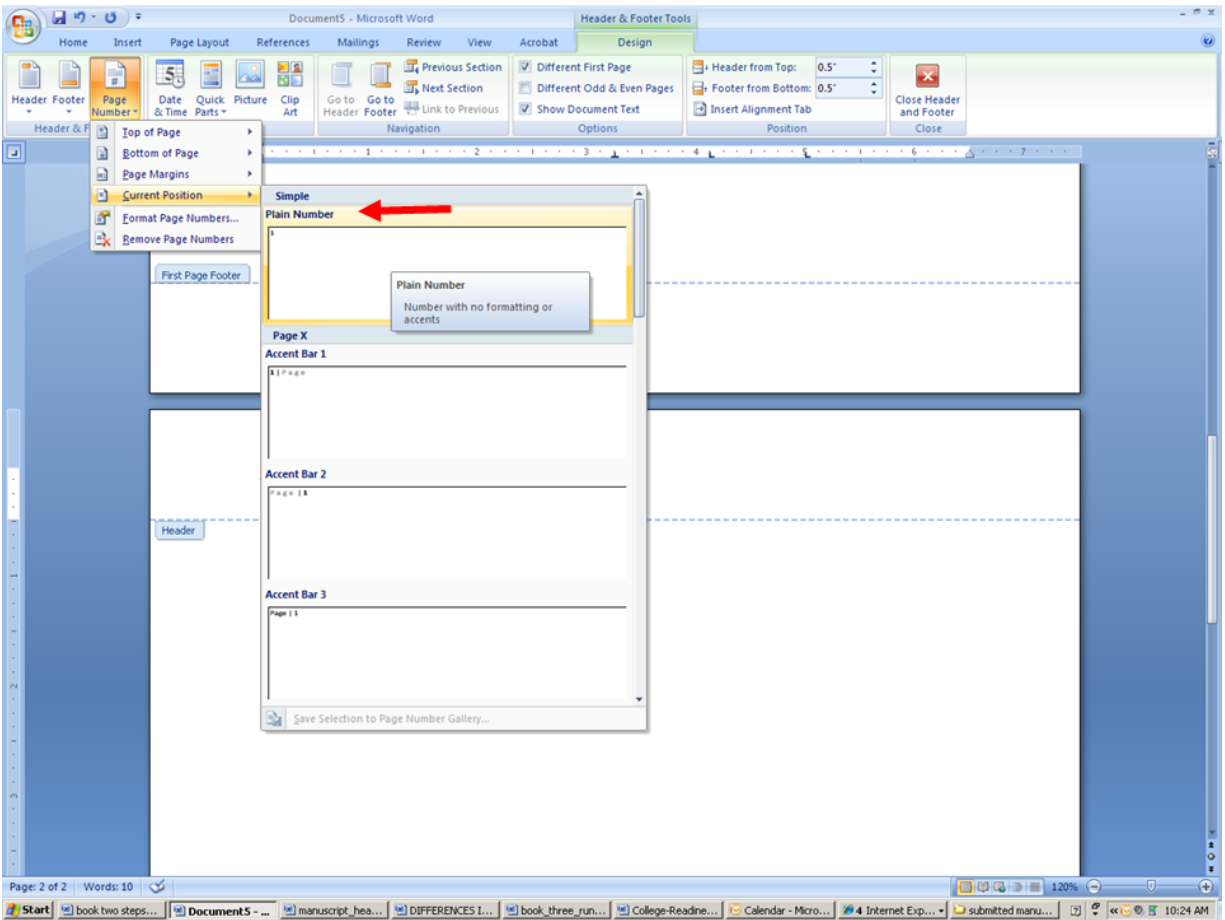
Step Five: Adding a page number

- √ **Go to Design**
- √ **Go to Position**
- √ **Click on Insert Alignment Tab**

- √ **Click on Right Alignment**
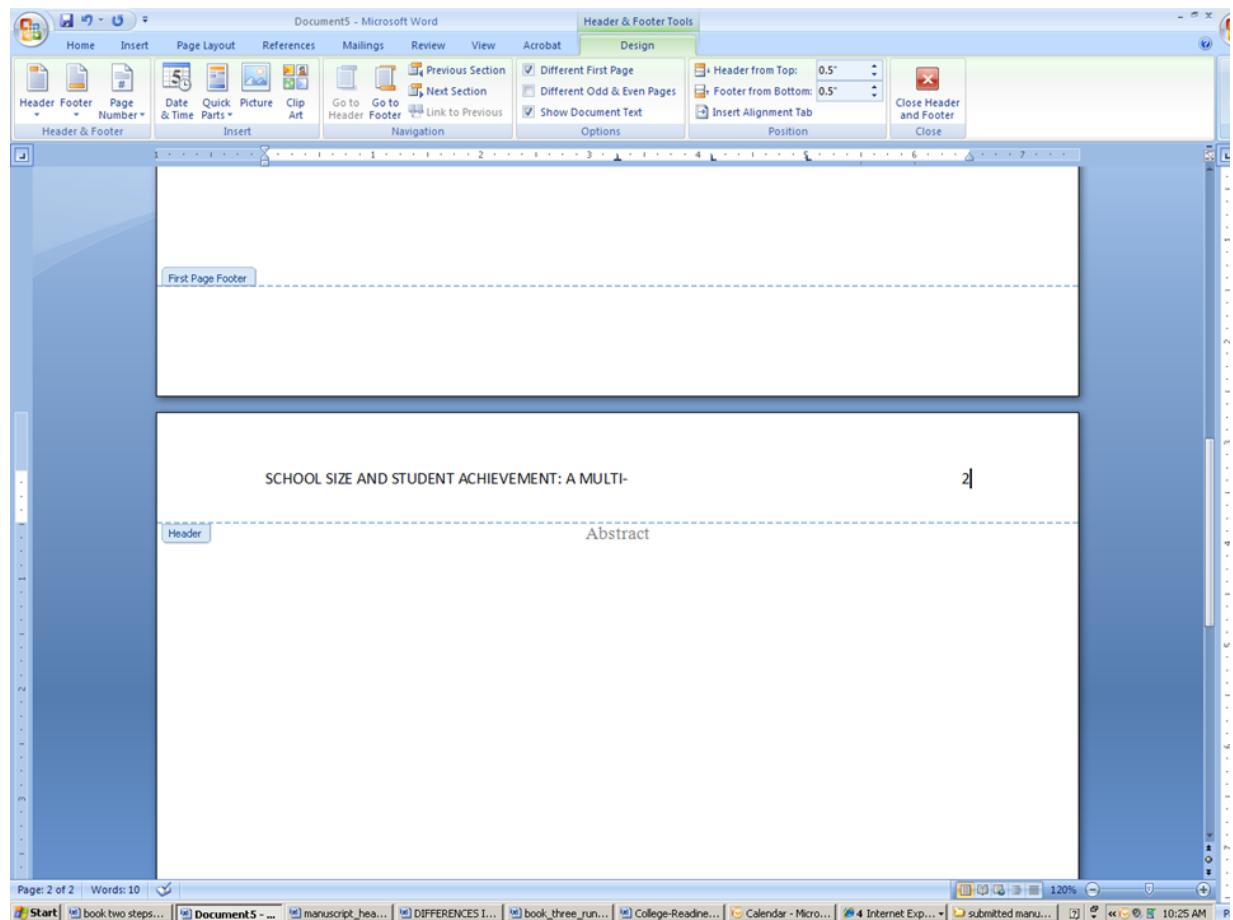- √ **OK**

- √ **Go to Header & Footer**
- √ **Click on Page Number**
- √ **Current Position**
- √ **Plain Number**

Your first page should resemble the following:

Moving your cursor to the second page shows that it reads as:

SCHOOL SIZE AND STUDENT ACHIEVEMENT: A MULTI-   2

Abstract

You can now create the rest of your manuscript. The page header on page two will reappear on the top of all of your remaining pages in your manuscript.

About the Authors

- **John R. Slate** is a Professor at Sam Houston State University where he teaches Basic and Advanced Statistics courses, as well as professional writing, to doctoral students in Educational Leadership and Counseling. His research interests lie in the use of educational databases, both state and national, to reform school practices. To date, he has chaired and/or served over 100 doctoral student dissertation committees. Recently, Dr. Slate created a website ([Writing and Statistical Help](#)) to assist students and faculty with both statistical assistance and in editing/writing their dissertations/theses and manuscripts.

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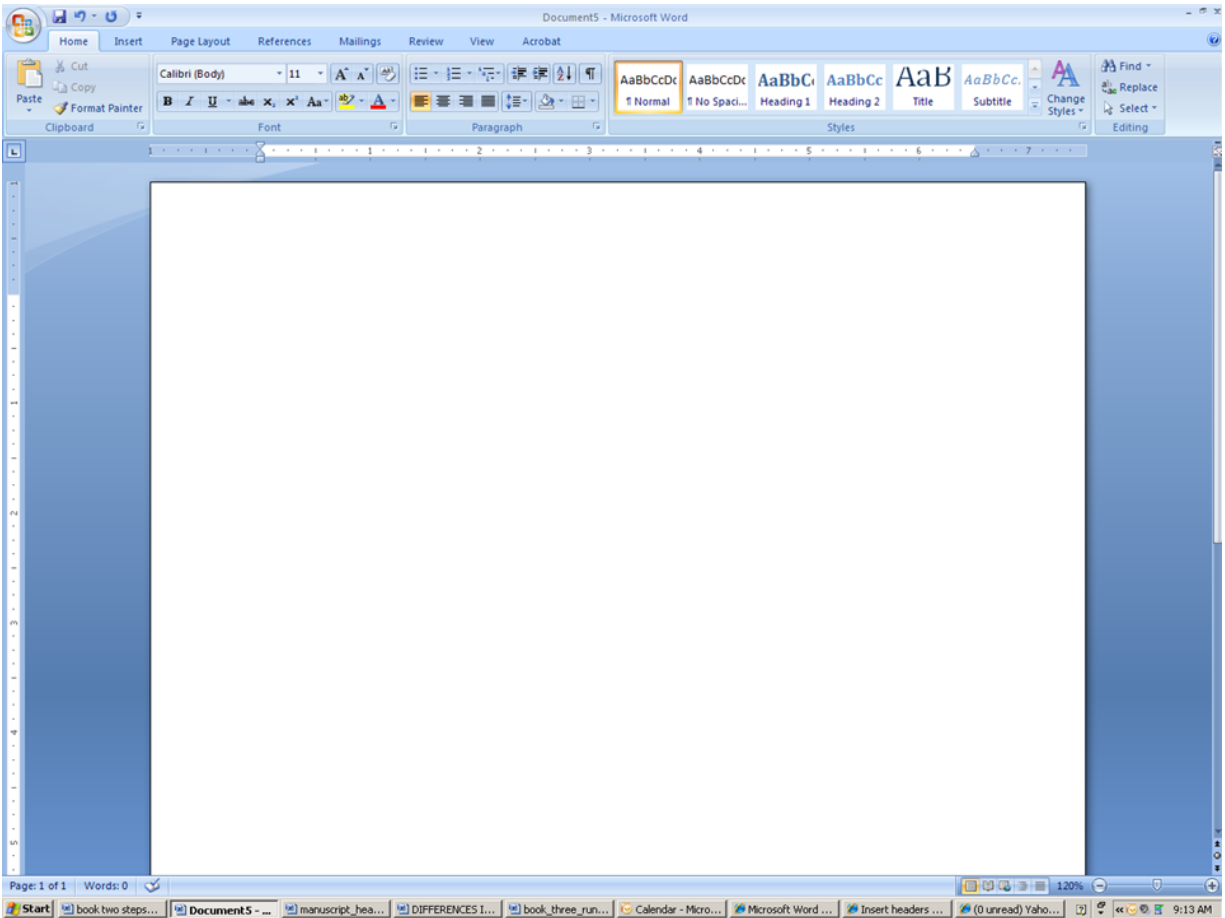
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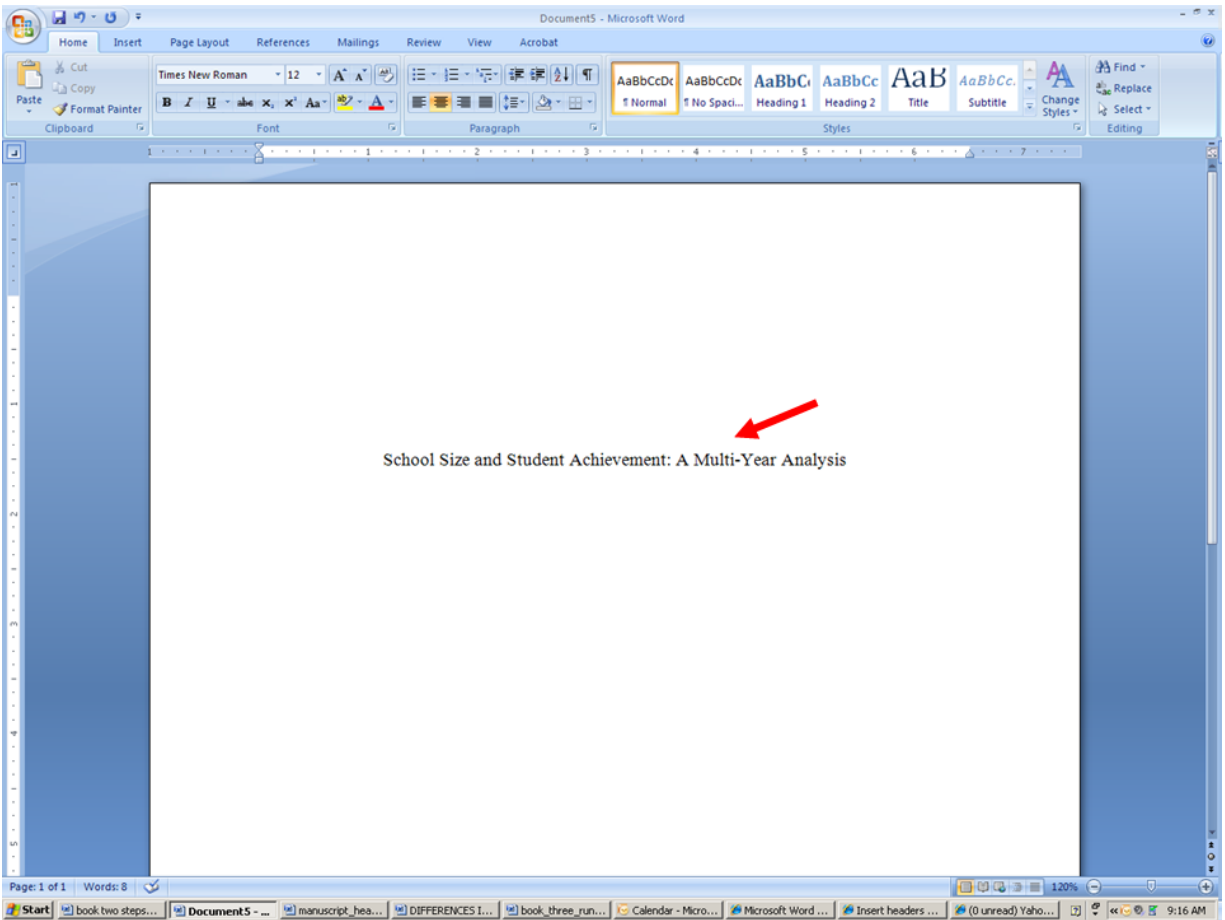
In this set of steps and screenshots, readers are provided with directions on creating a footer using the 2007 version of Word. In this chapter, you will be guided toward manually inserting a page number in your footer for your thesis or dissertation.
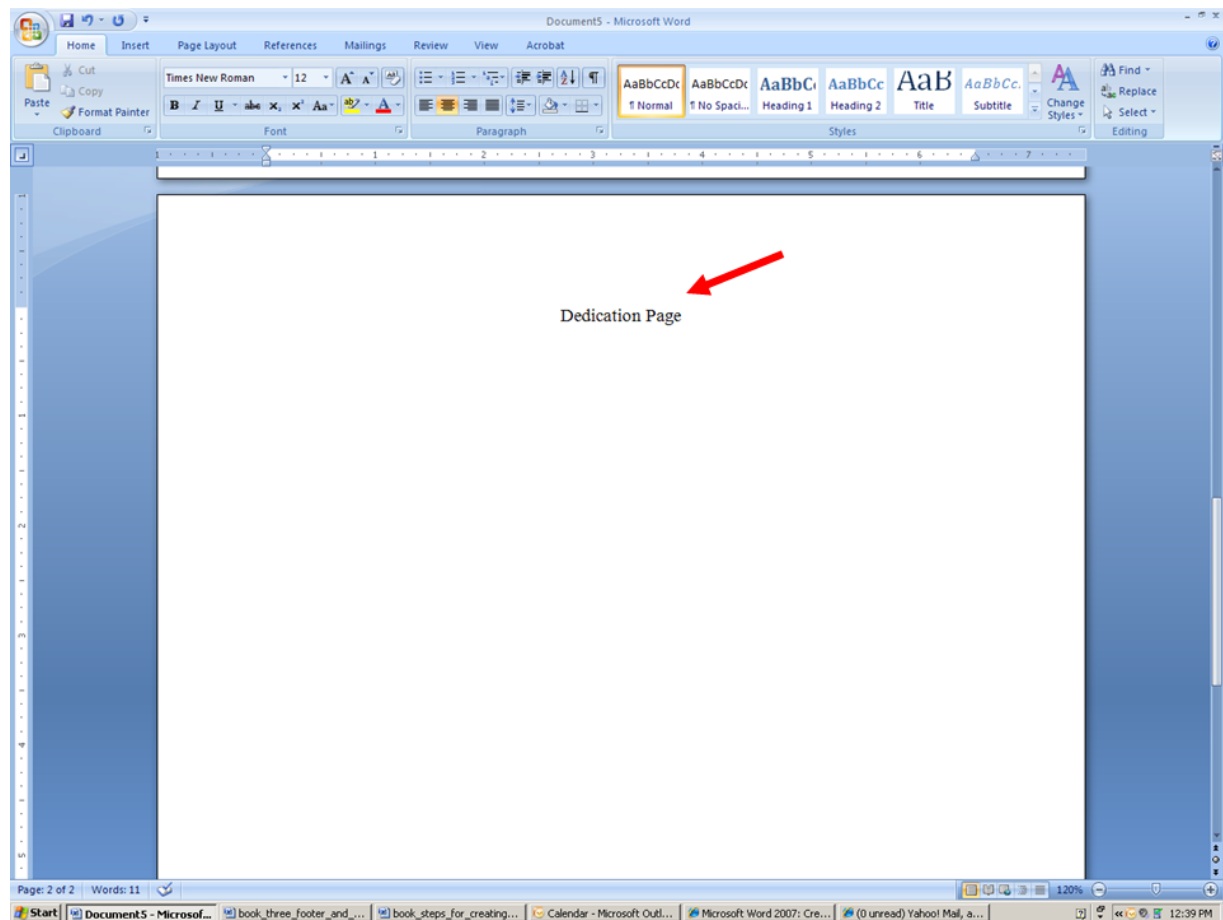
Step One

First open a Word document (Microsoft Word 2007 version)

Next, create the title for your manuscript and center it. Your title should be no more than 15 words, as per APA 6th edition, and should be centered left to right and about one-third from the top of the page.

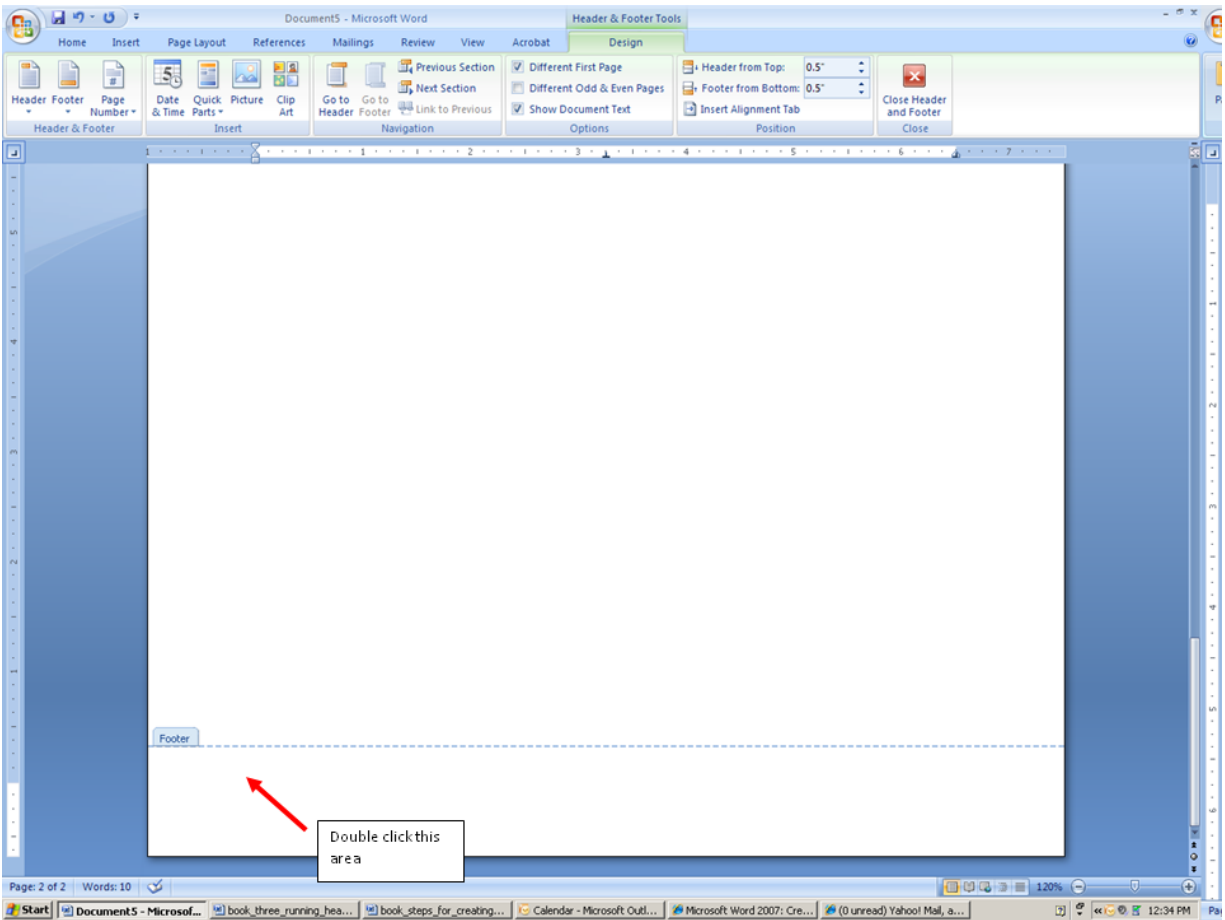School Size and Student Achievement: A Multi-Year Analysis

After you have created your Title page and your Approval page, then either use the page break or control/enter to force a third page. The third page will be your Dedication page.
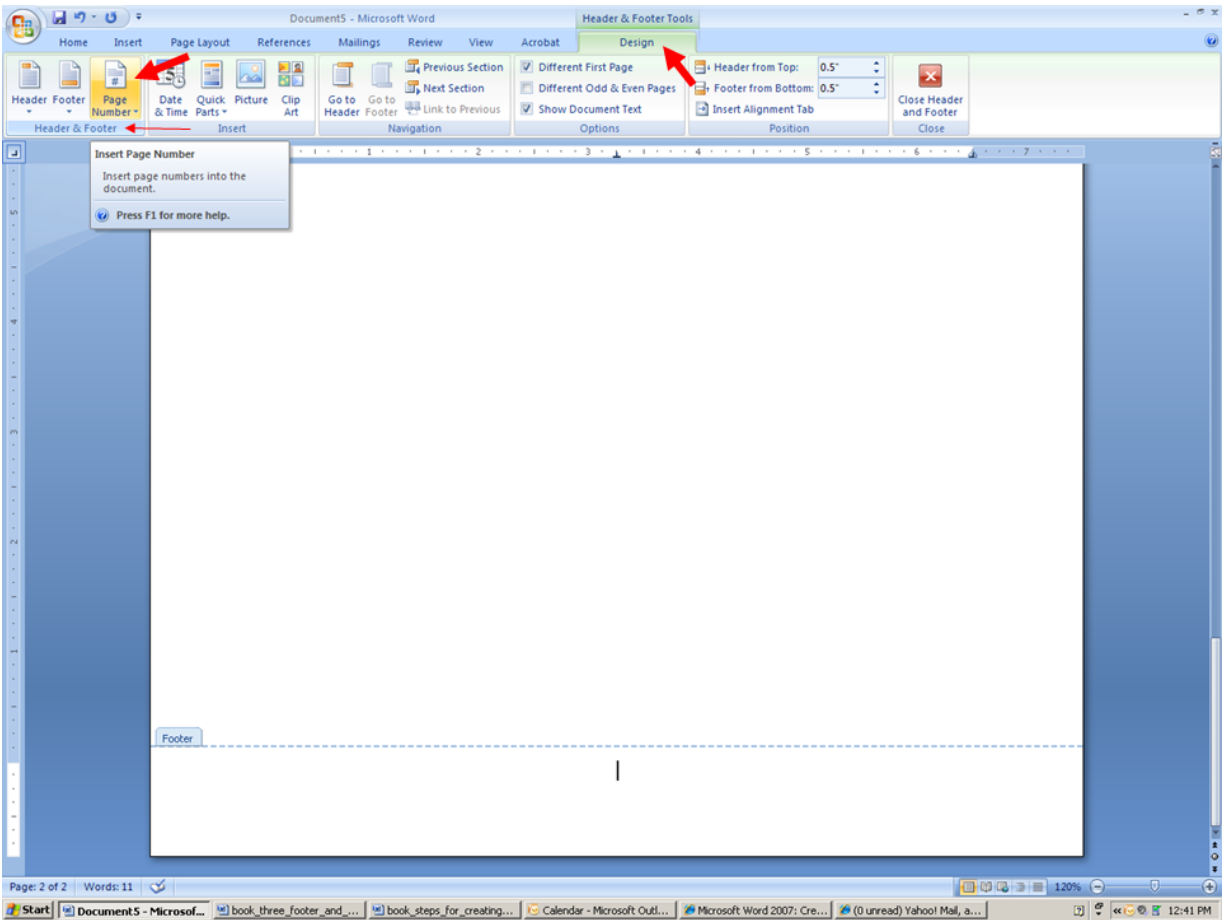
Now that we have created three pages, we will now create the page footer first for page two, because the first page does not have a page footer.
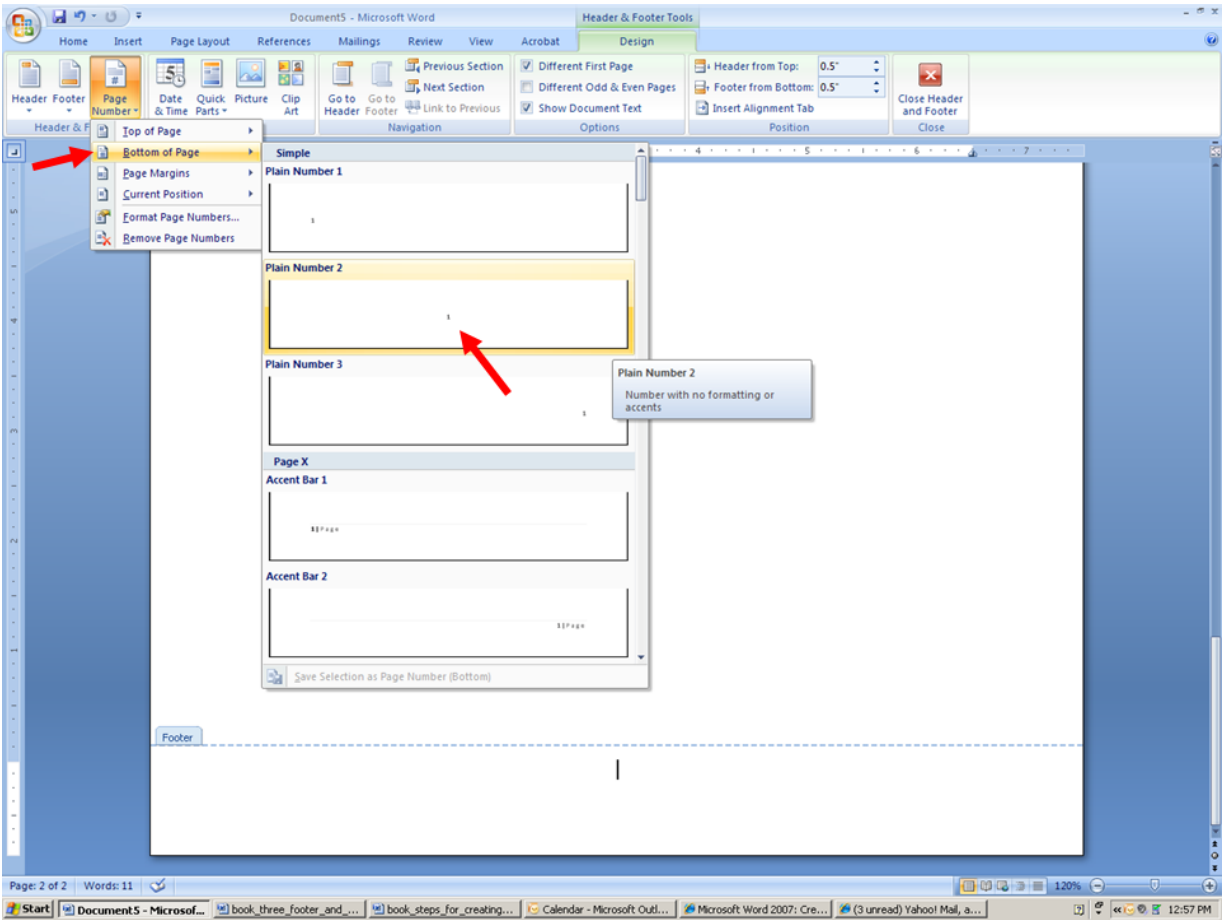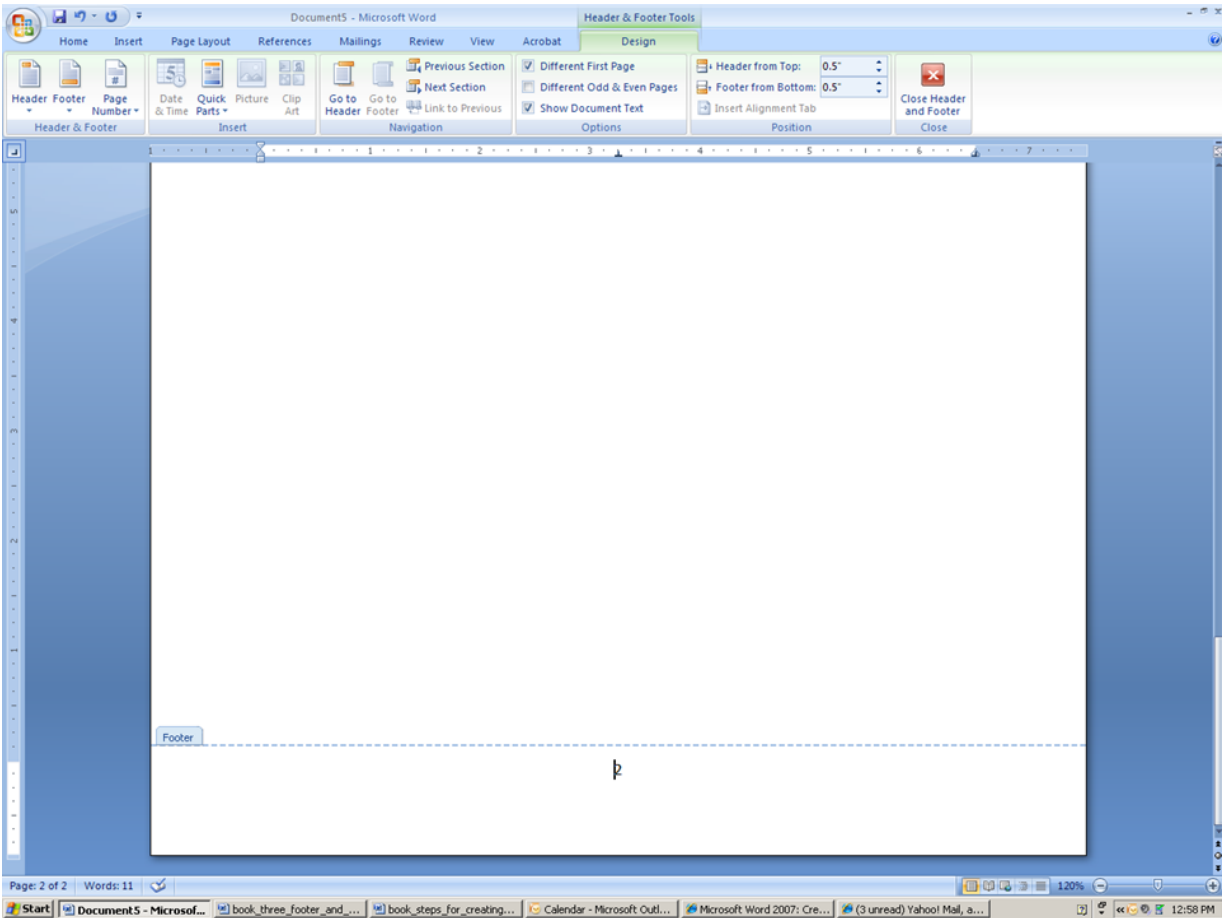
- √ **Double click footer**

- √ **Go to Design**
- √ **Go to Header & Footer**
- √ **Click on Page Number**

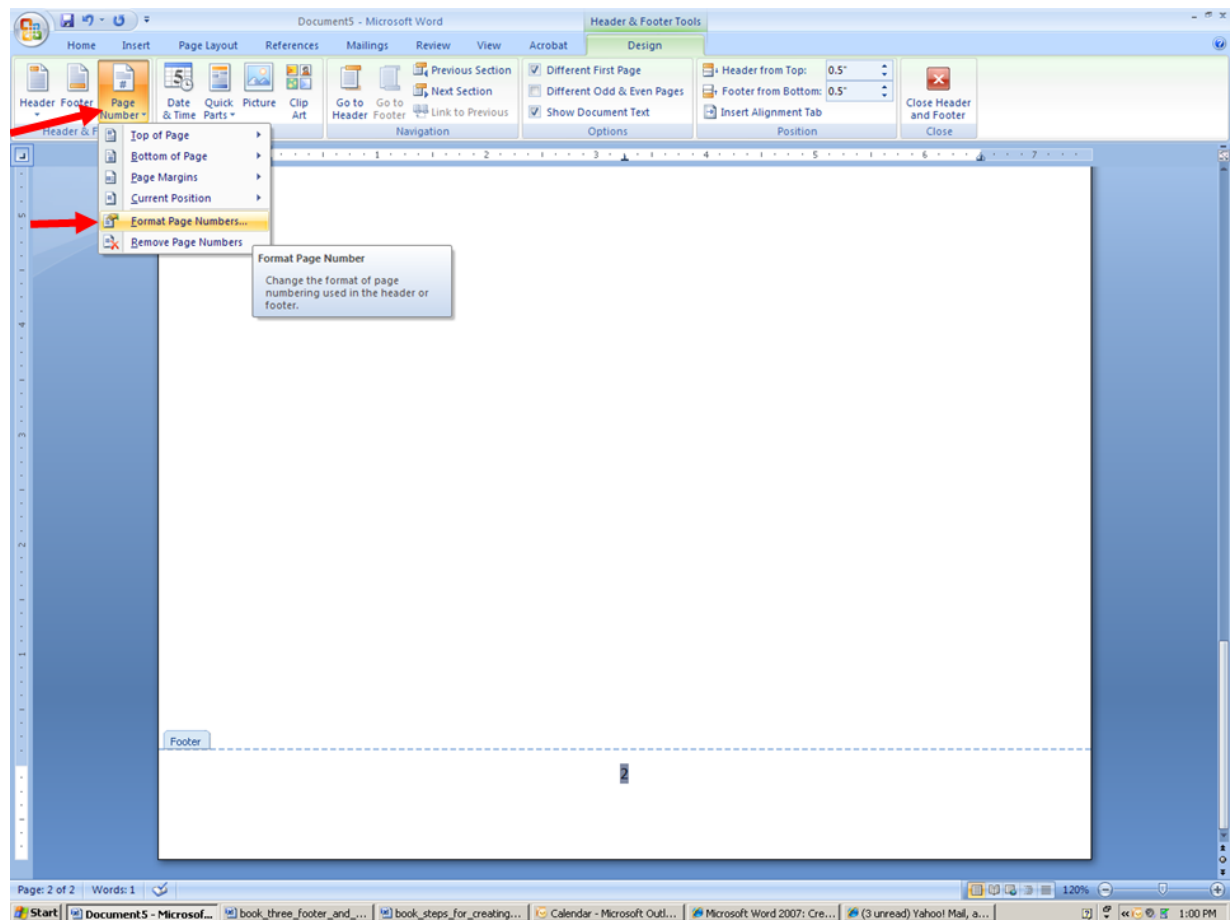**When you click on Page Number, go to Bottom of Page, then Plain Number 2:**
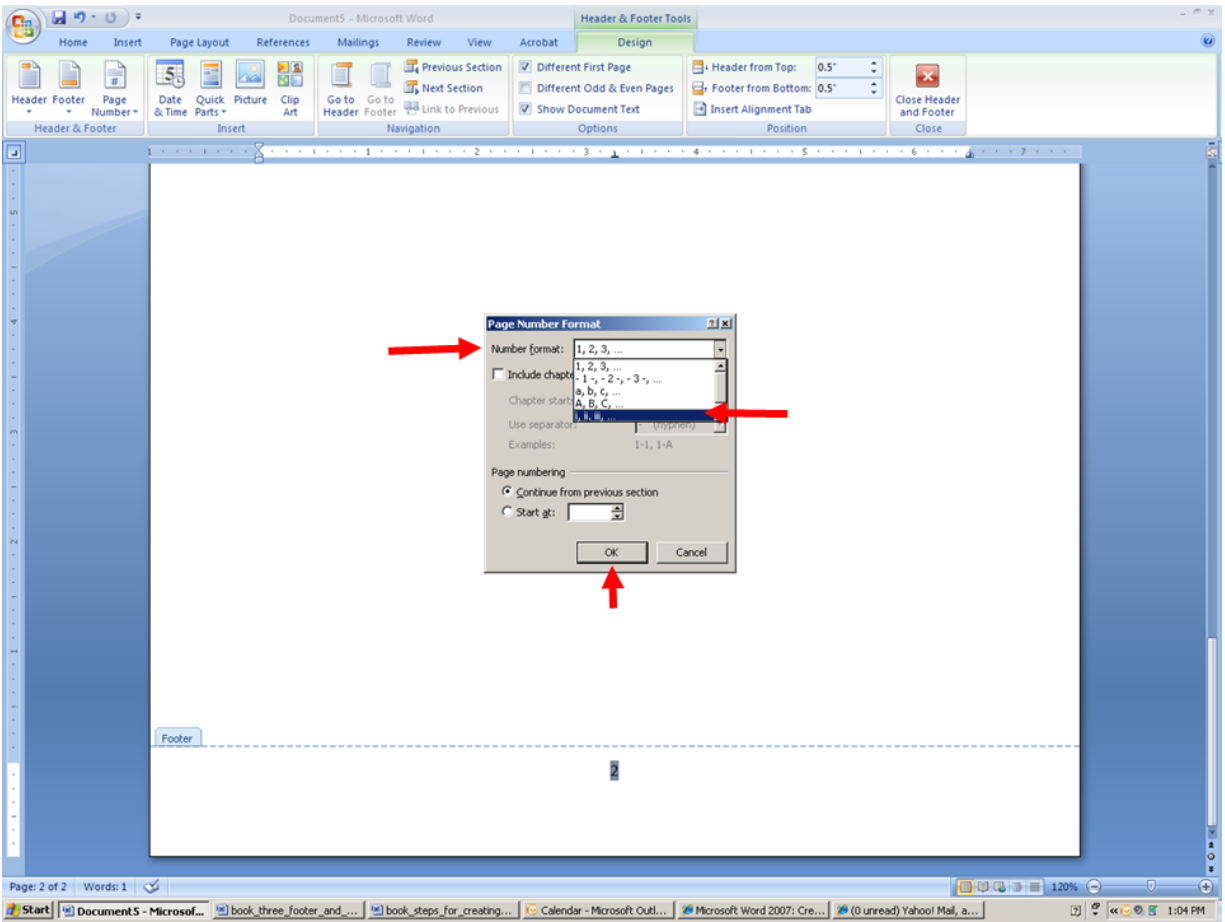
Your page should resemble the following:

You must now change the page number to a lower case Roman numeral (e.g., iii, iv).

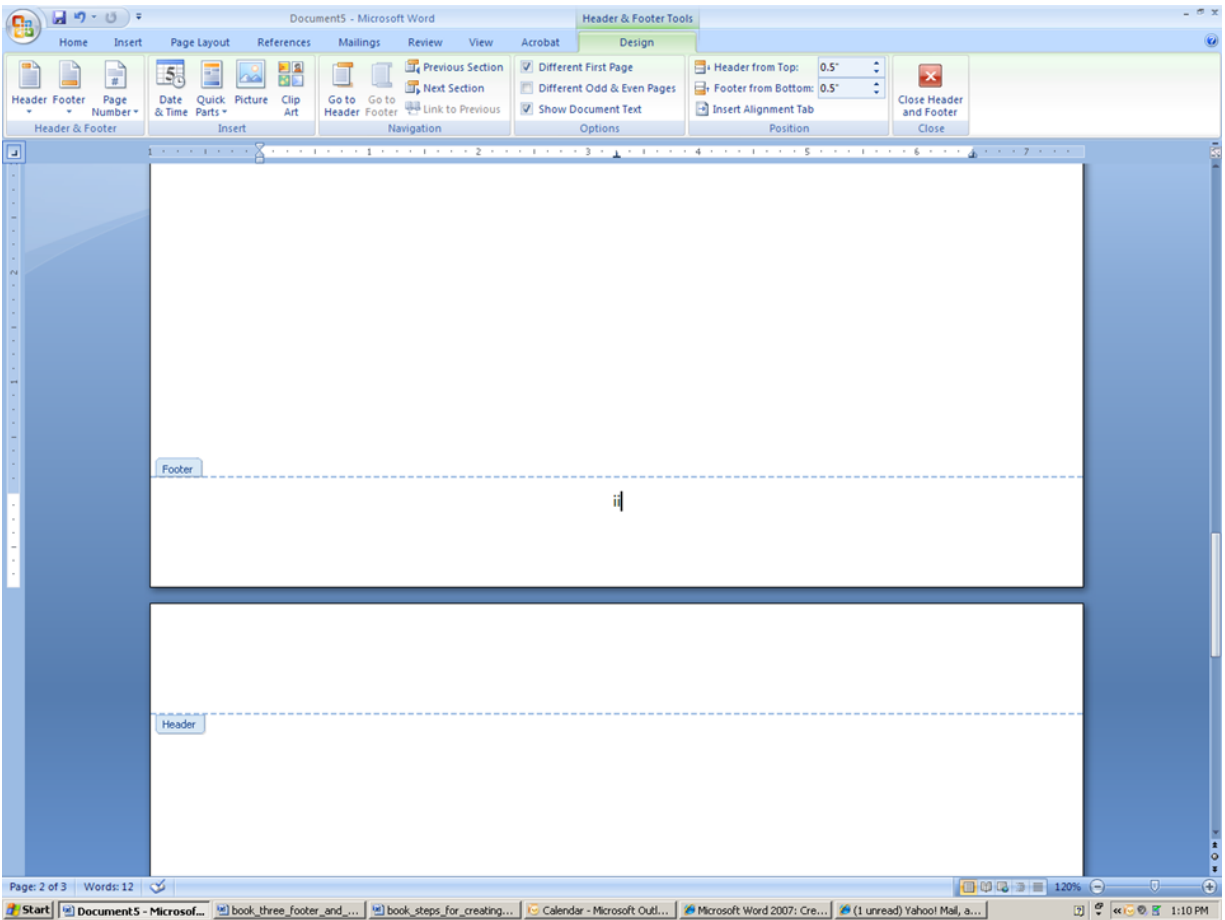- √ **Highlight Number**
- √ **Go to Page Number**
- √ **Go to Format Page Number**

- √ **Click on Format Page number**
- √ **Click on Number Format**
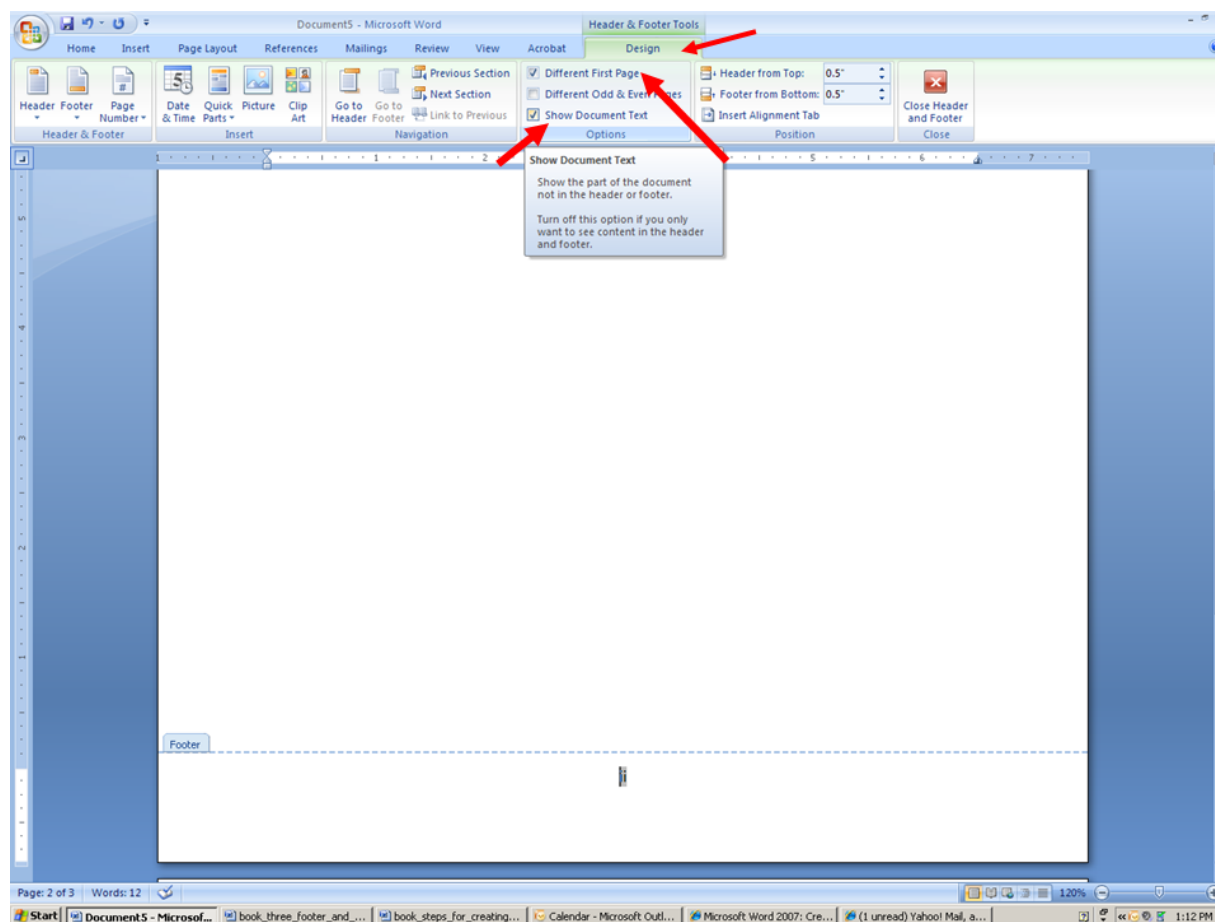- √ **Highlight: i, ii, iii, …**
- √ **Click OK**
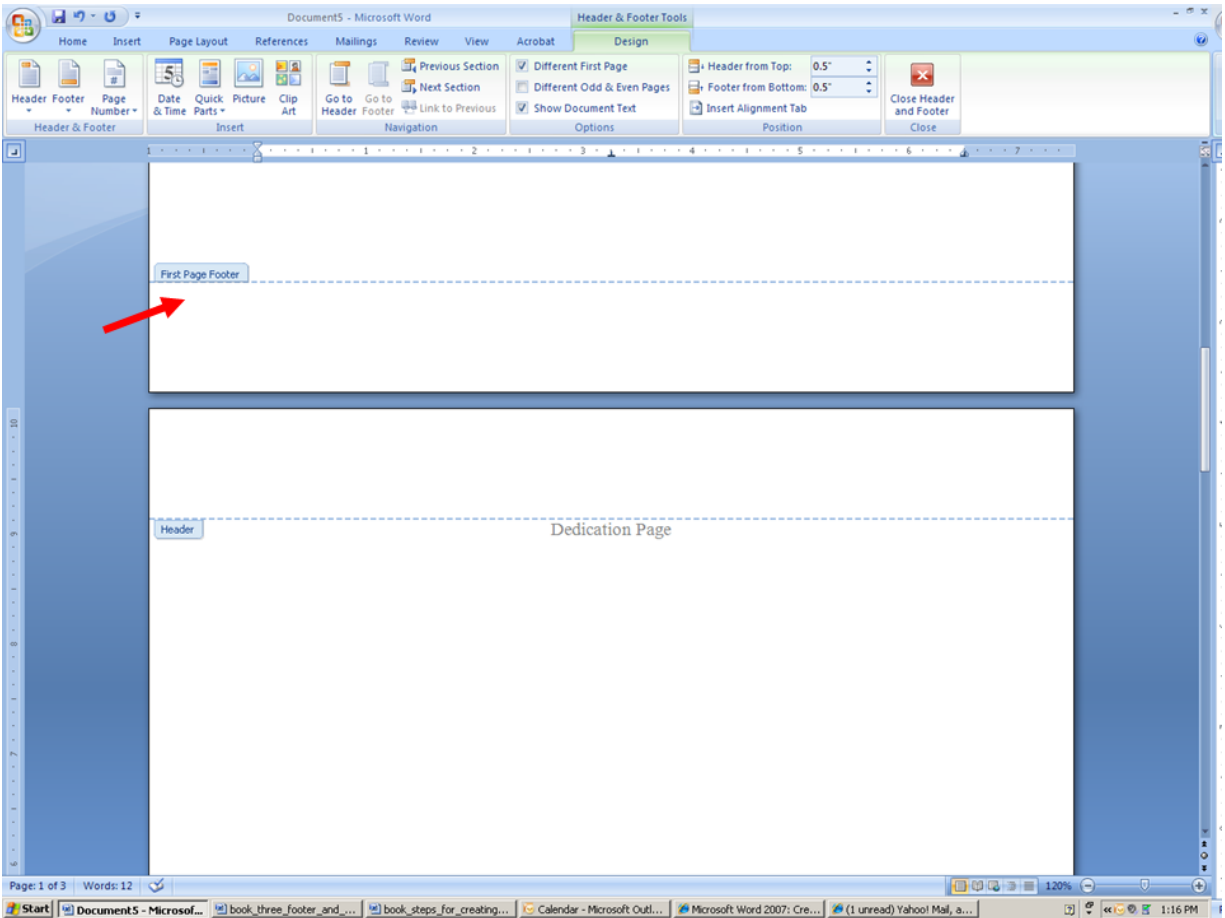
Your page should resemble the following:

Step Two: Creating a different first page

- √ **Go to Design**
- √ **Go to Options**
- √ **Click on icon with "Different First Page"**
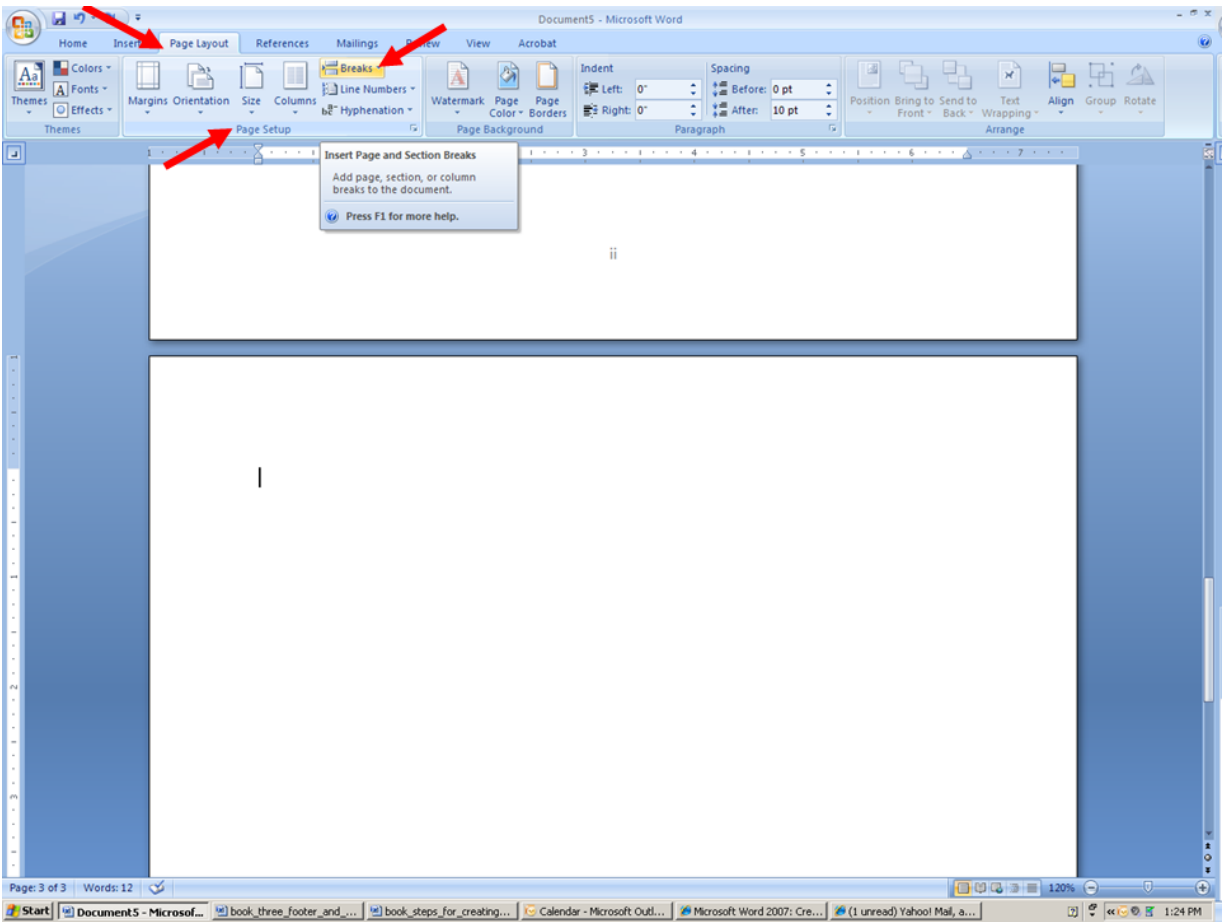
By following these steps, you have now created a page footer that will be at the bottom of your manuscript for pages 3 through the List of Figures (e.g., Dedication page, Abstract, Acknowledgements, Preface, Table of Contents, and List of Tables). Your Title page and Approval sheet should not be numbered. We now have to create the Running head for page one (See chapter for Running head).

Step Three: To create a break in your footer to accommodate the body of your thesis (e.g., chapters or sections)

- √ **Go to Page Layout**
- √ **Go to Page Setup**
- √ **Click on Breaks**

- √ **Click on Continuous Break**

- √ **Double click on the Header**
- √ **The Header title should be titled as a different section as the Header and Footer from the previous page**
- √ **Make sure that the "Link to Previous" button is not clicked, otherwise, the sections will still be linked**

You can now create the rest of your manuscript.

Setting up References - Longer Route

Note: This chapter is published by [NCPEA Press](#) and is presented as an NCPEA/Connexions publication as a "print on demand book." Each chapter has been peer-reviewed, accepted, and endorsed by the National Council of Professors of Educational Administration (NCPEA) as a significant contribution to the scholarship and practice of education administration.
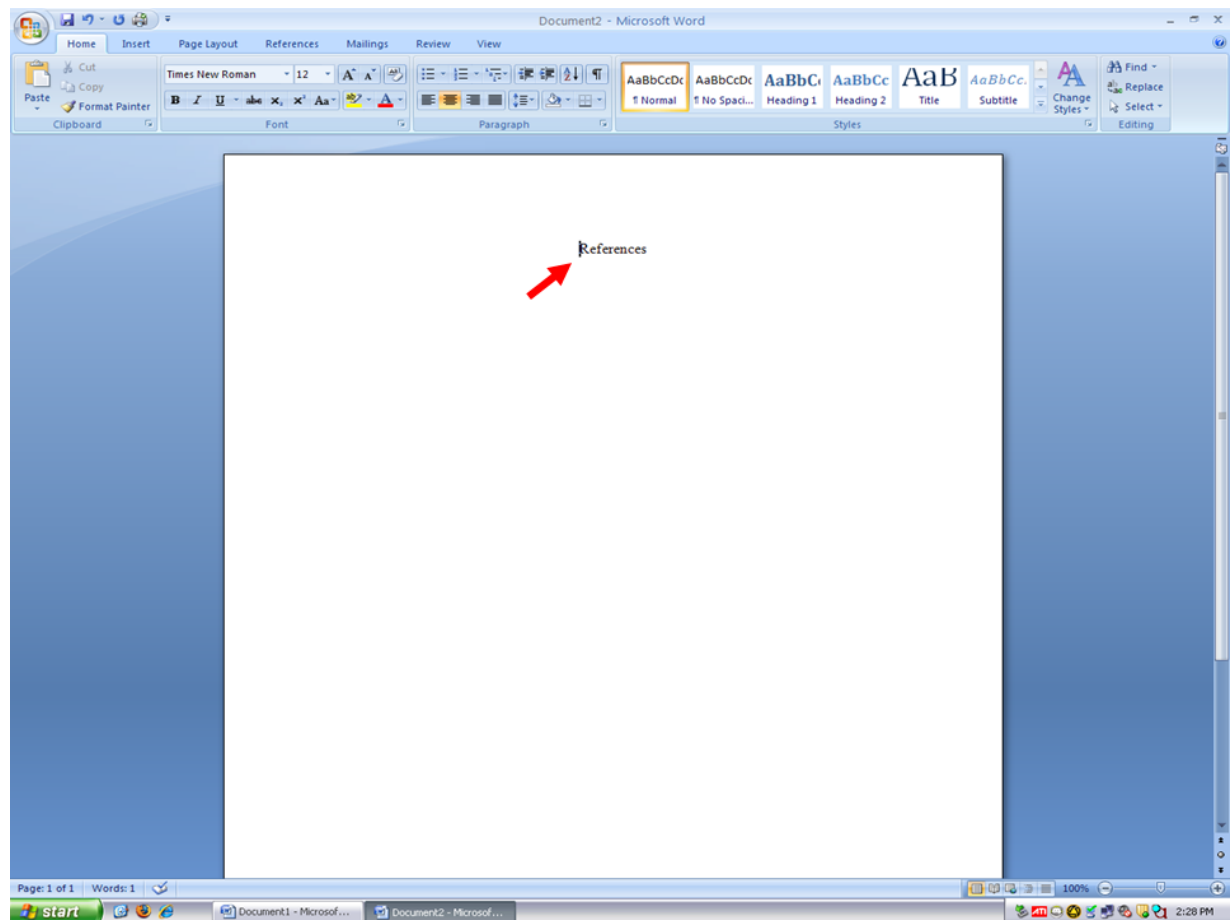
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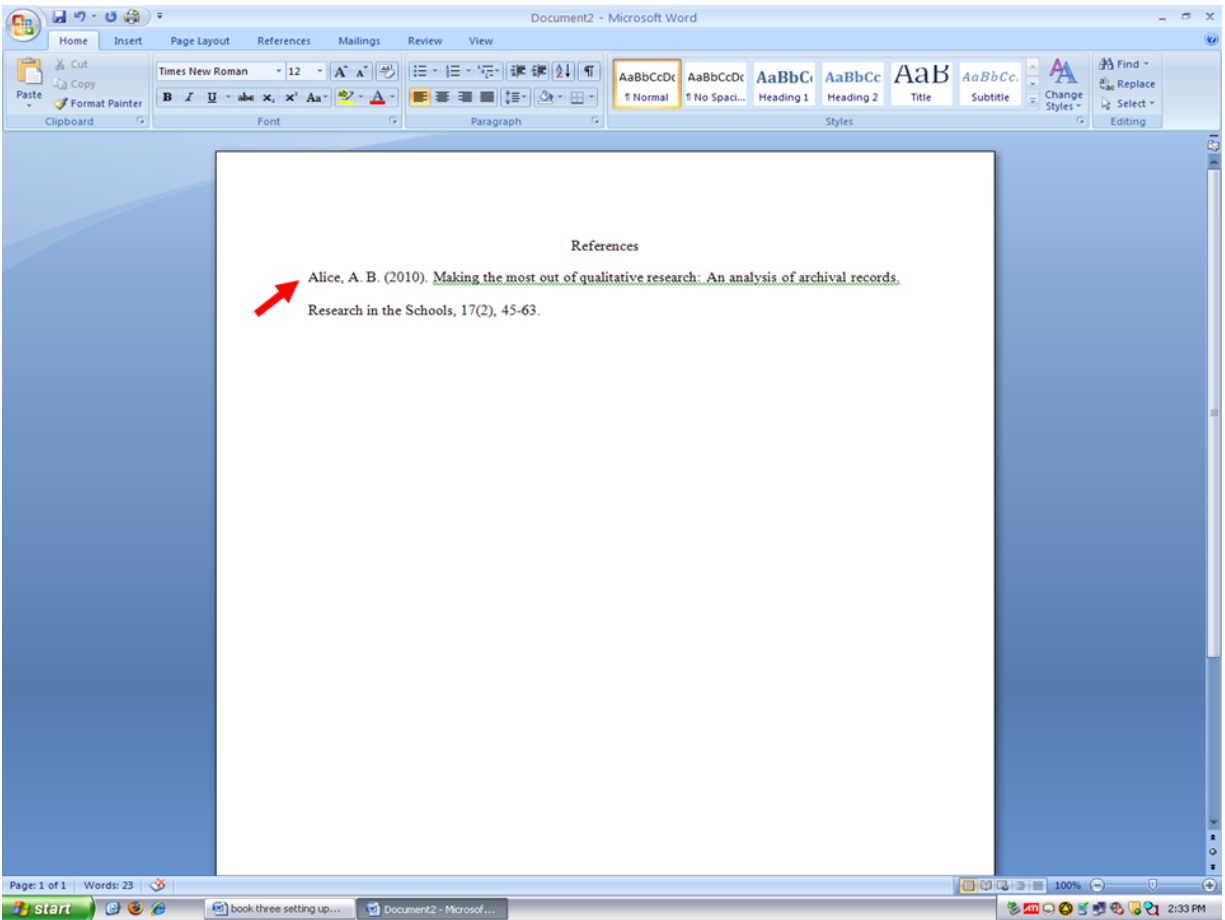
About the Editors

- **Theodore B. Creighton**, is a Professor at Virginia Tech and the Publications Director for [NCPEA Publications](#), the Founding Editor of [Education Leadership Review](#), and the Senior Editor of the NCPEA Connexions Project.
- **Brad E. Bizzell**, is a recent graduate of the Virginia Tech Doctoral Program in Educational Leadership and Policy Studies, and is a School Improvement Coordinator for the Virginia Tech Training and Technical Assistance Center. In addition, Dr. Bizzell serves as an Assistant Editor of the NCPEA Connexions Project in charge of technical formatting and design.
- **Janet Tareilo**, is a Professor at Stephen F. Austin State University and serves as the Assistant Director of NCPEA Publications. Dr. Tareilo also serves as an Assistant Editor of the NCPEA Connexions Project and as a editor and reviewer for several national and international journals in educational leadership.

These steps and screenshots are to be used when setting up your References page. References in a manuscript, thesis, and dissertation are all set up in exactly the same formatting. What may differ are the margins. Manuscripts, in APA 6th edition, are set at one inch margins whereas theses and dissertations typically have a 1.5 inch margin on the left side, for binding purposes. If you follow these steps and screenshots in formatting your references, your references will be properly created so that even if your margins are later changed, the formatting will remain correct.
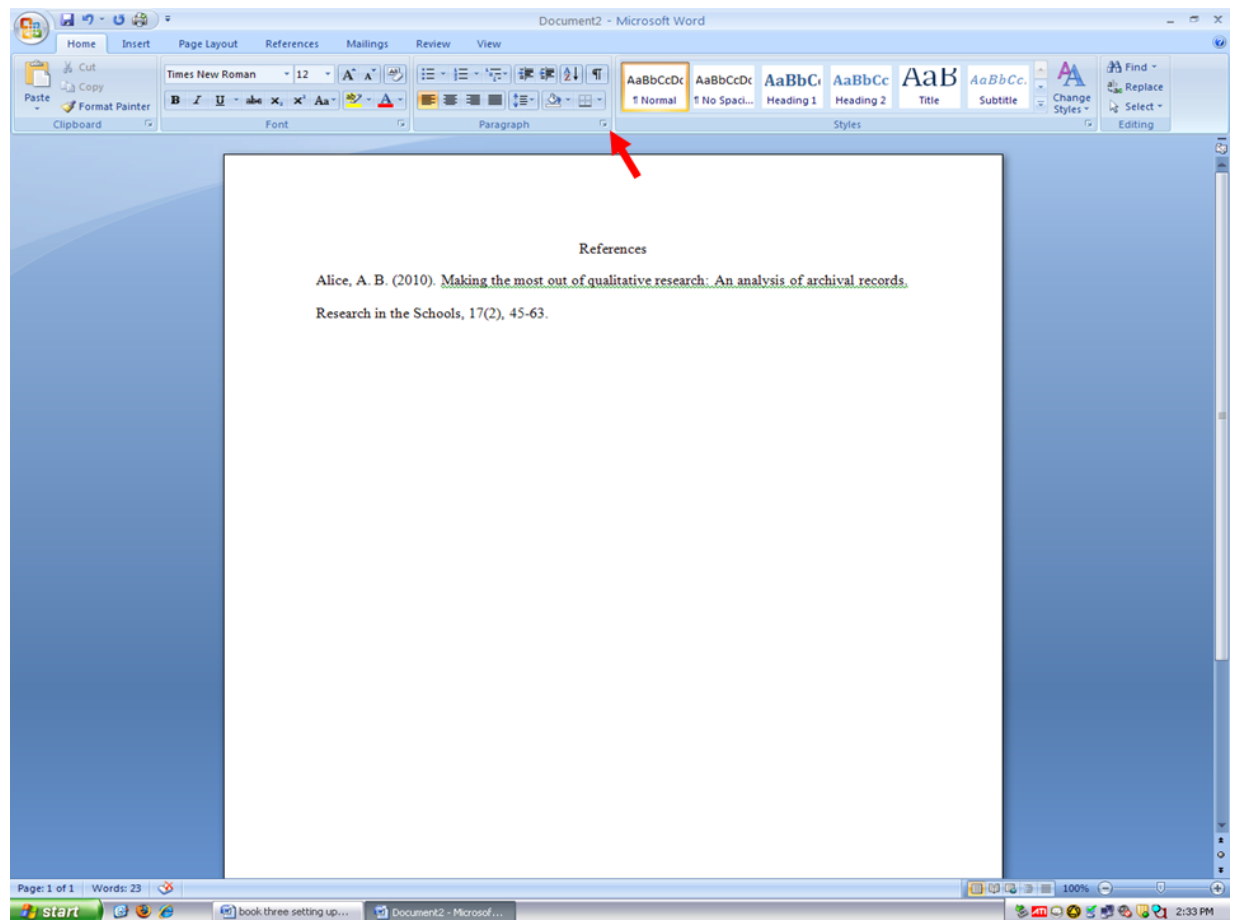
The second of References begins on its own page. Hit either the page break or a control/enter to force a new page. Type in References on the top line and center it. [Note. For theses and dissertations, the word, References, is typically written in all capital letters, REFERENCES.]
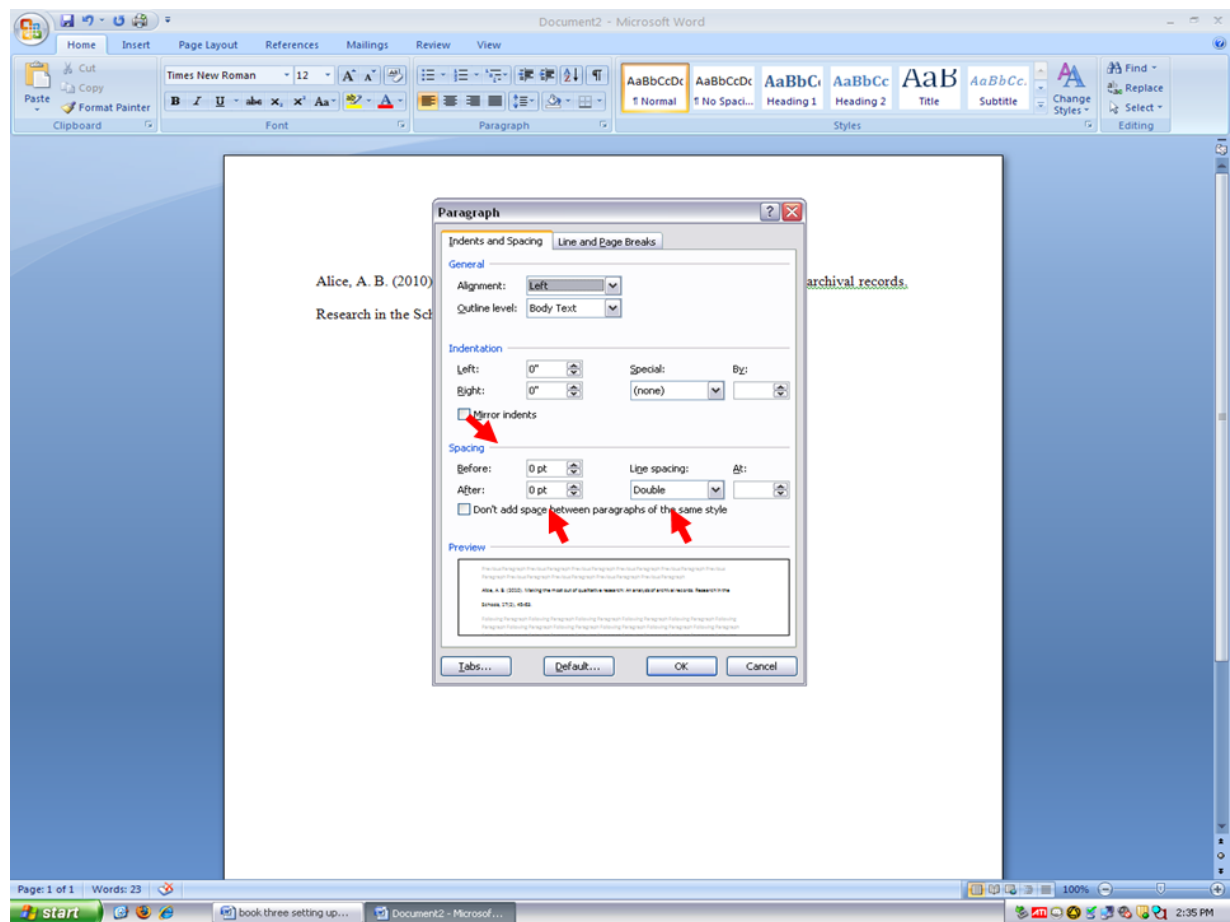
Make sure that your first reference is left margin justified, and not centered as is the heading of References. Your line spacing should also be set at double. Let's begin with typing in our first reference.
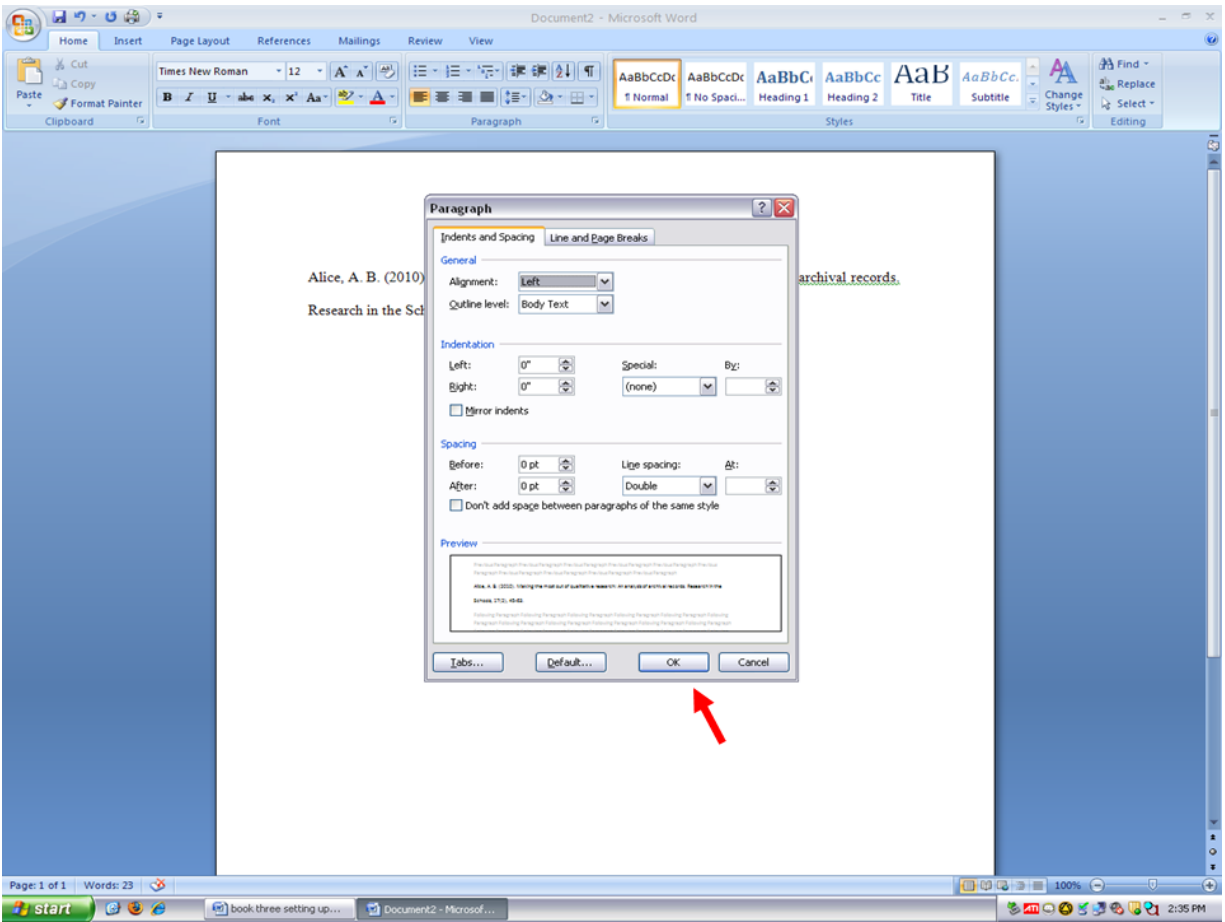
References

Alice, A. B. (2010). Making the most out of qualitative research: An analysis of archival records.

Research in the Schools, 17(2), 45-63.

To make sure that the spacing is double spaced, click on the paragraph arrow (right side of the Paragraph button).
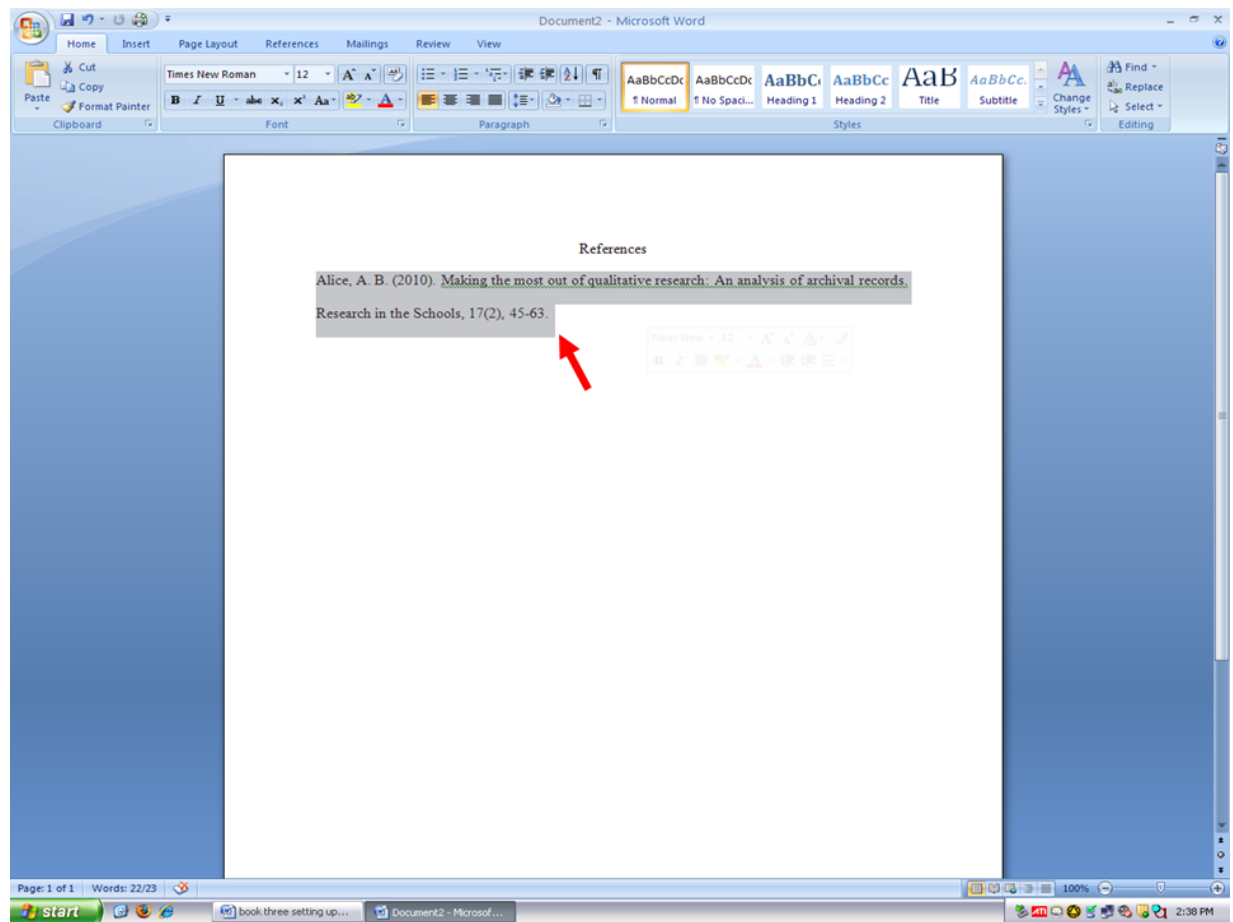
After clicking on the paragraph arrow, the screen below will appear. For the typing to be correctly double spaced, the Spacing should have a 0 pt for Before; a 0 pt for After; and Double under Line Spacing. See the arrows below. If they do not read 0, 0, and double, you need to click on the appropriate up and down arrows until they are corrected.
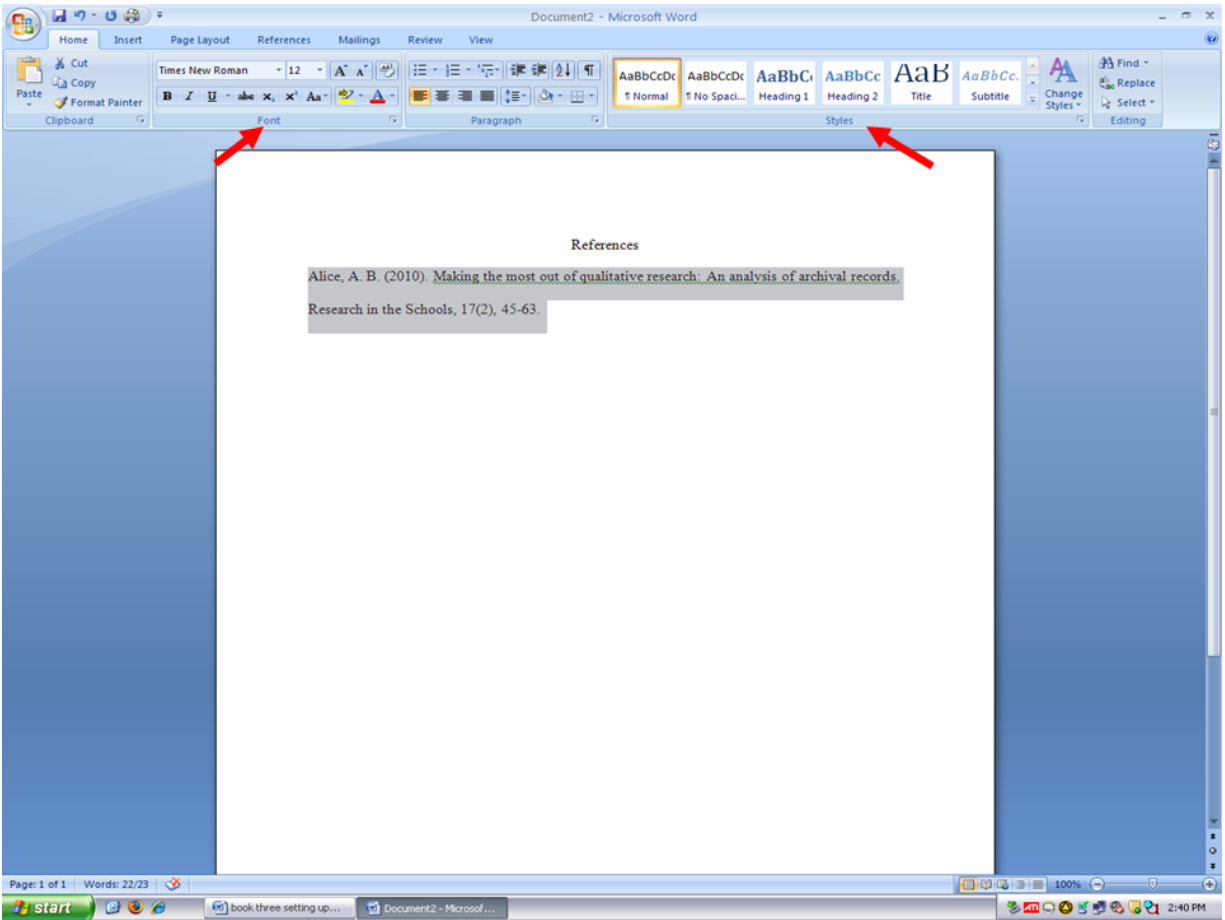
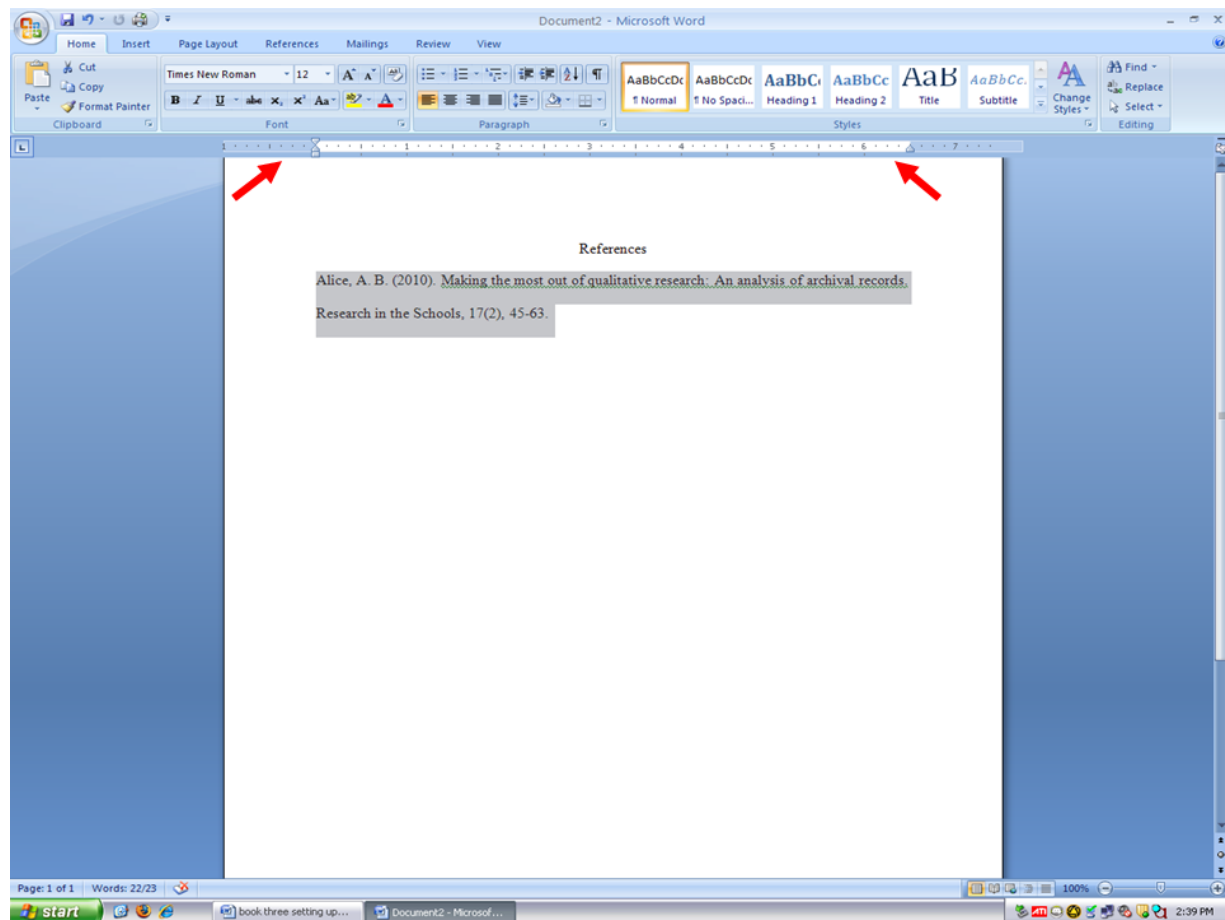**Then click on OK and you will be returned to the References page.**

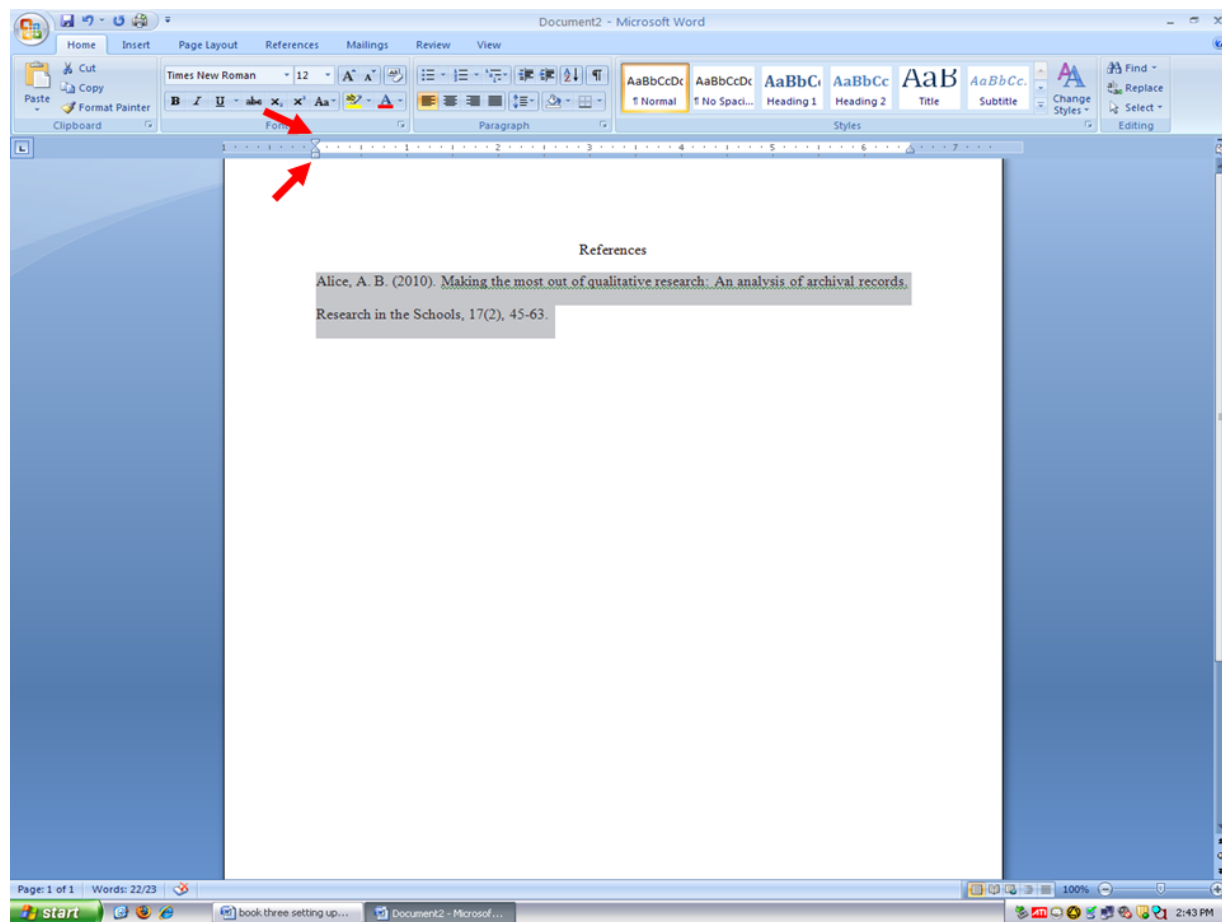**Highlight the reference that was just typed in.**

Then move the cursor above the white page and below the Clipboard line. It is a blue space. Hold the cursor there until a ruler appears.
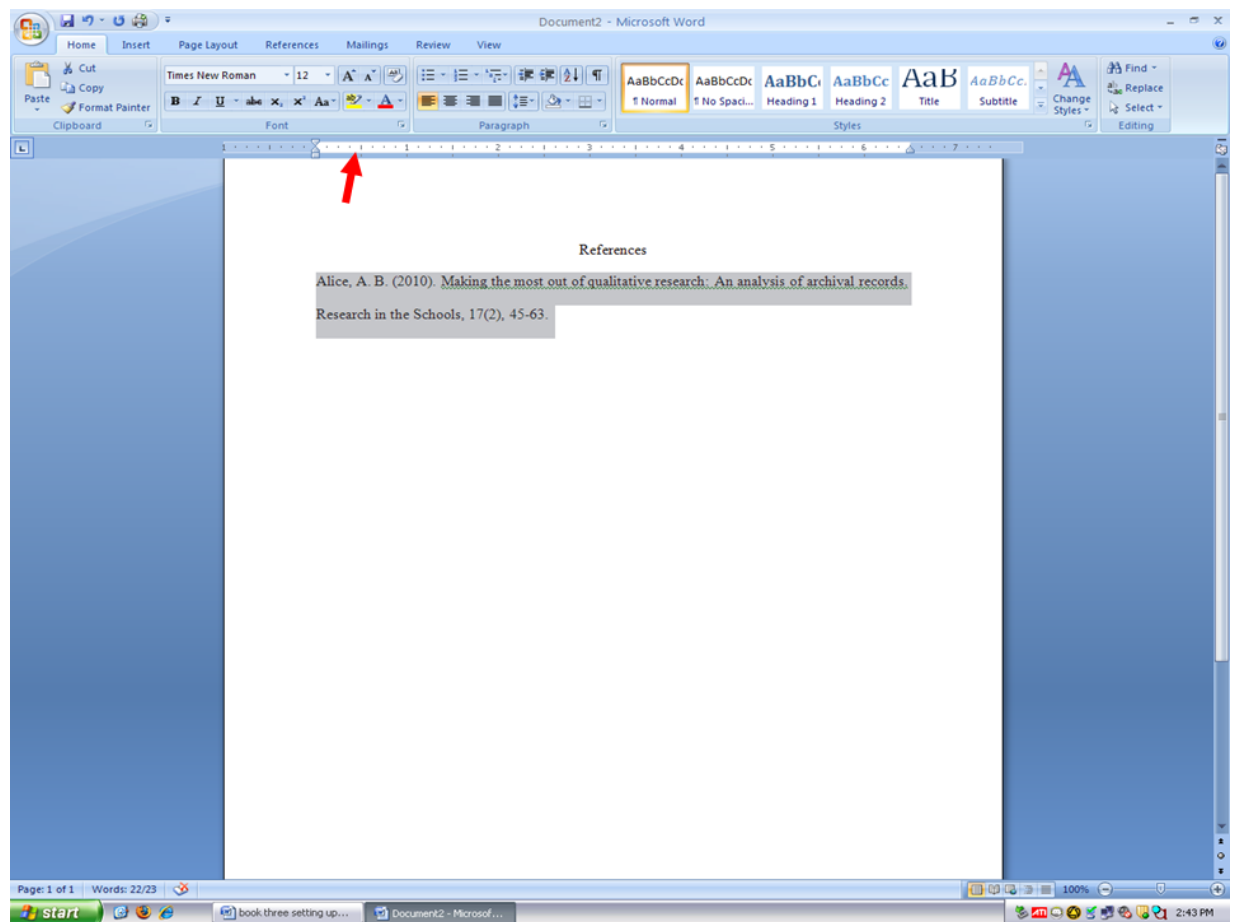
The ruler has now appeared above the white space and below the clipboard row.
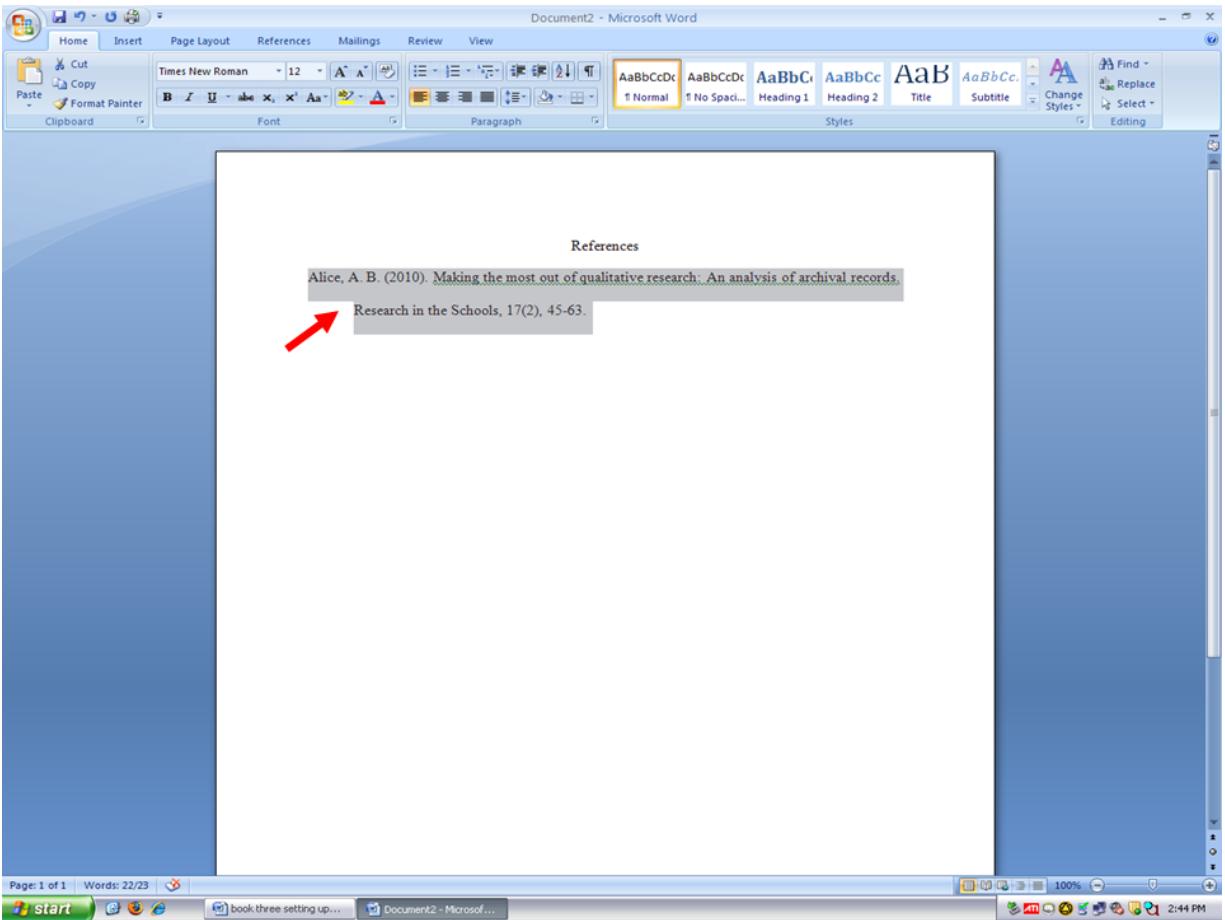
We are interested in the left hand side only. Notice the two indents. The top one is the First Line Indent and the bottom one is the Hanging Indent. The First Line indent will be left alone because each reference begins where the left margin is set. It is the second, third, and remaining lines of a reference that must be indented.
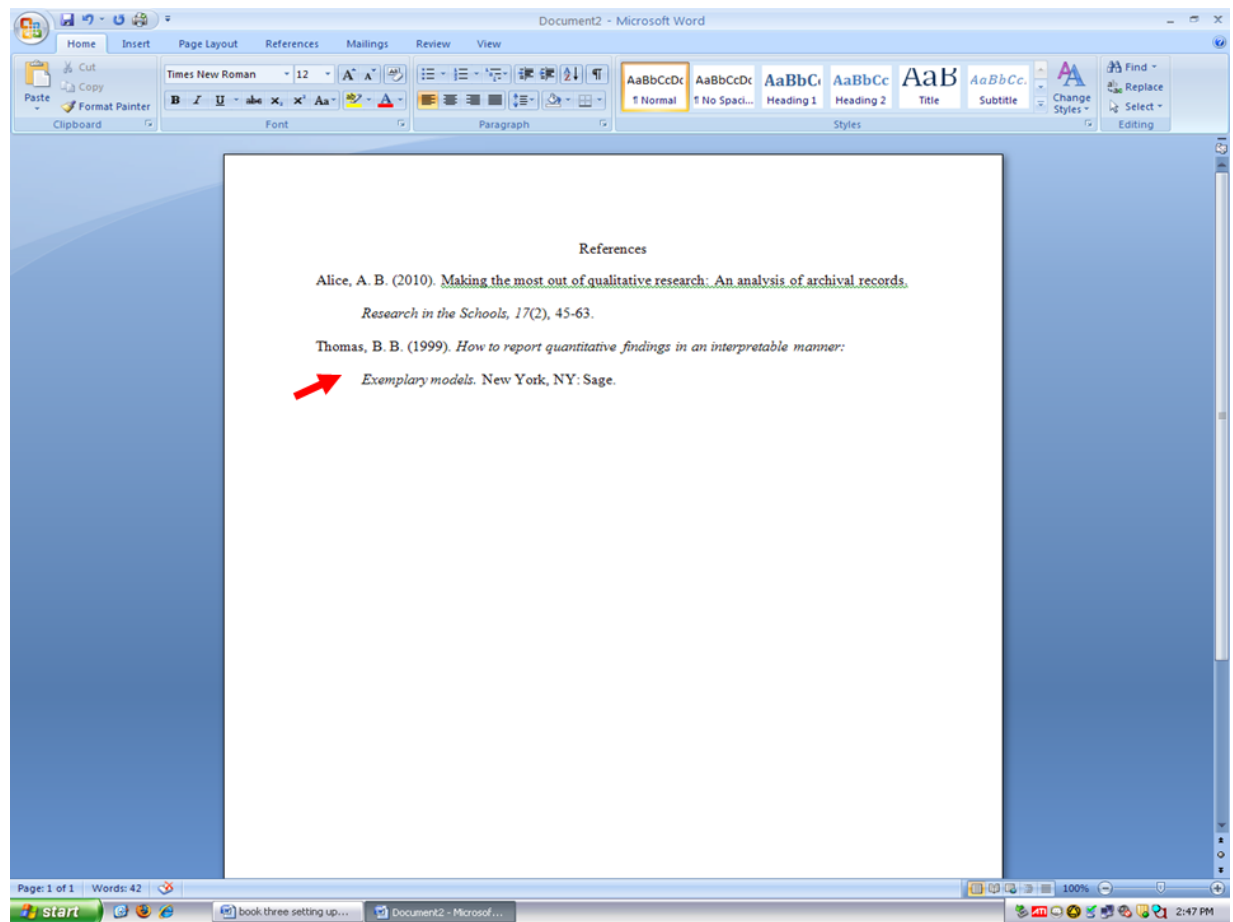
Click on the Hanging Indent and move it to the .5 inch mark on the ruler.

Doing so will then move the second line of this citation over. It is now properly indented.

Setting up your references in this formatting manner will then ensure that your remaining references all have hanging indents.

You may now type in the rest of your references as the formatting once set up will remain in effect.

Setting up References - Shorter Route
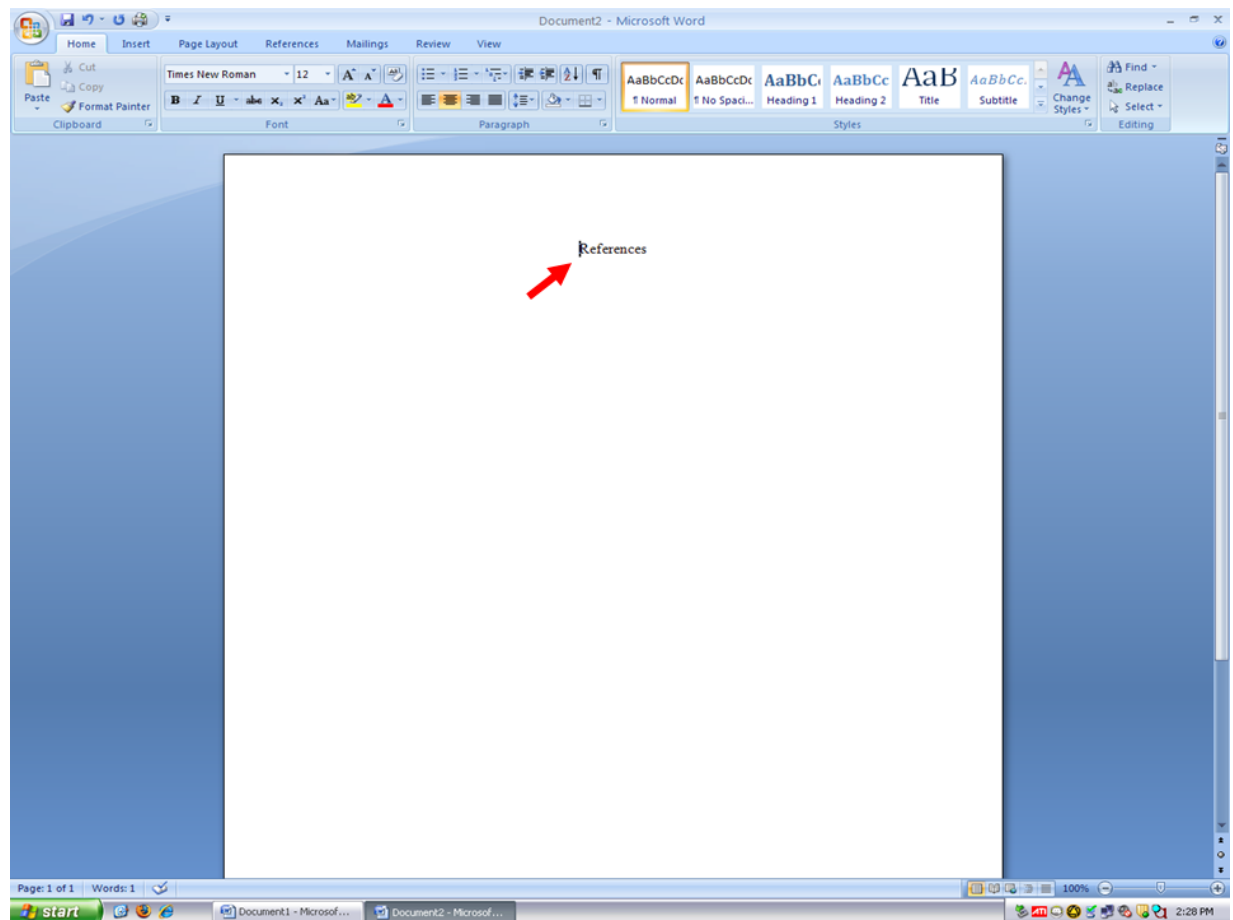
<u>About the Authors</u>

- **John R. Slate** is a Professor at Sam Houston State University where he teaches Basic and Advanced Statistics courses, as well as professional writing, to doctoral students in Educational Leadership and Counseling. His research interests lie in the use of educational databases, both state and national, to reform school practices. To date, he has chaired and/or served over 100 doctoral student dissertation committees. Recently, Dr. Slate created a website ([Writing and Statistical Help](#)) to assist students and faculty with both statistical assistance and in editing/writing their dissertations/theses and manuscripts.
- **Ana Rojas-LeBouef** is a Literacy Specialist at the Reading Center at Sam Houston State University where she teaches developmental reading courses. Dr. LeBoeuf recently completed her doctoral degree in Reading, where she conducted a 16-year analysis of Texas statewide data regarding the achievement gap. Her research interests lie in examining the inequities in achievement among ethnic groups. Dr. Rojas-LeBouef also assists students and faculty in their writing and statistical needs on the Writing and Statistical Help website.
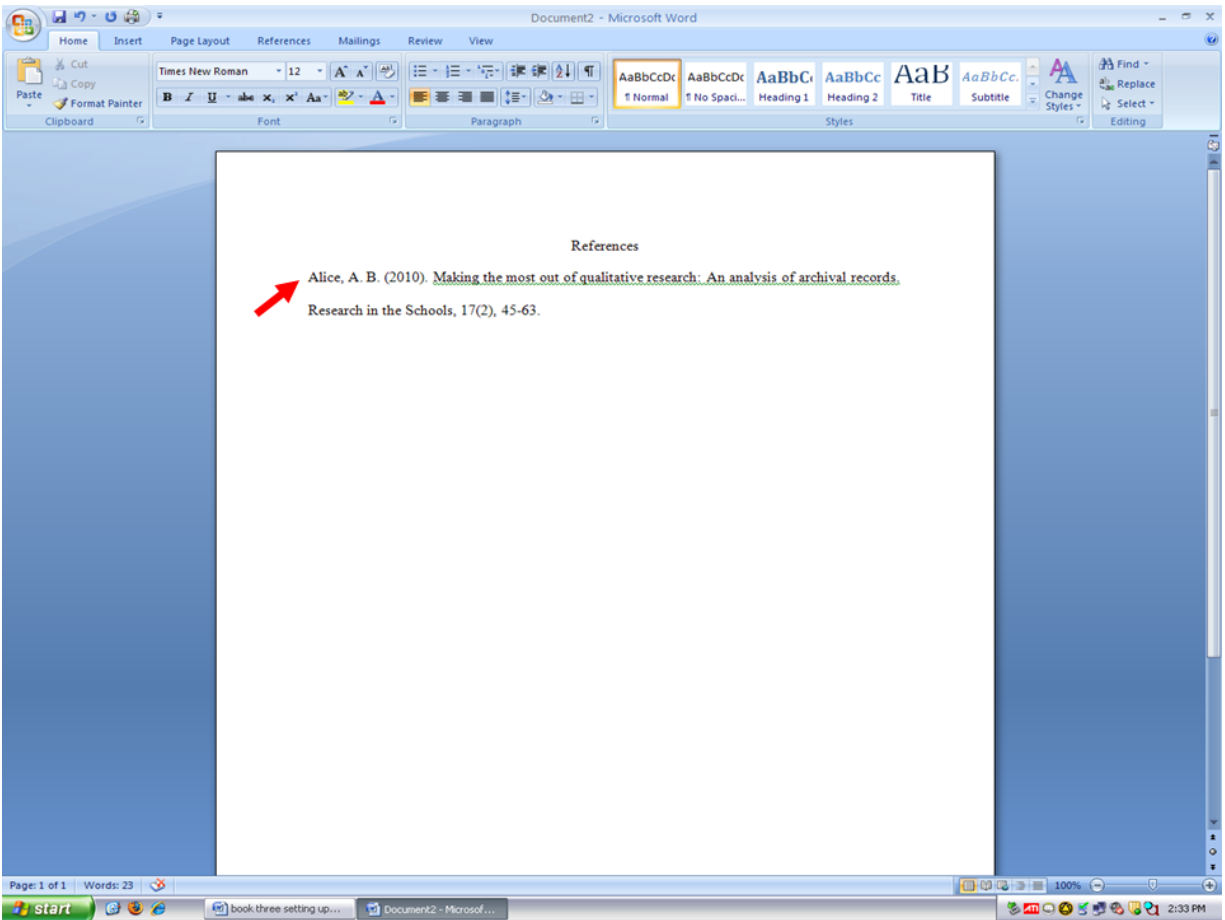
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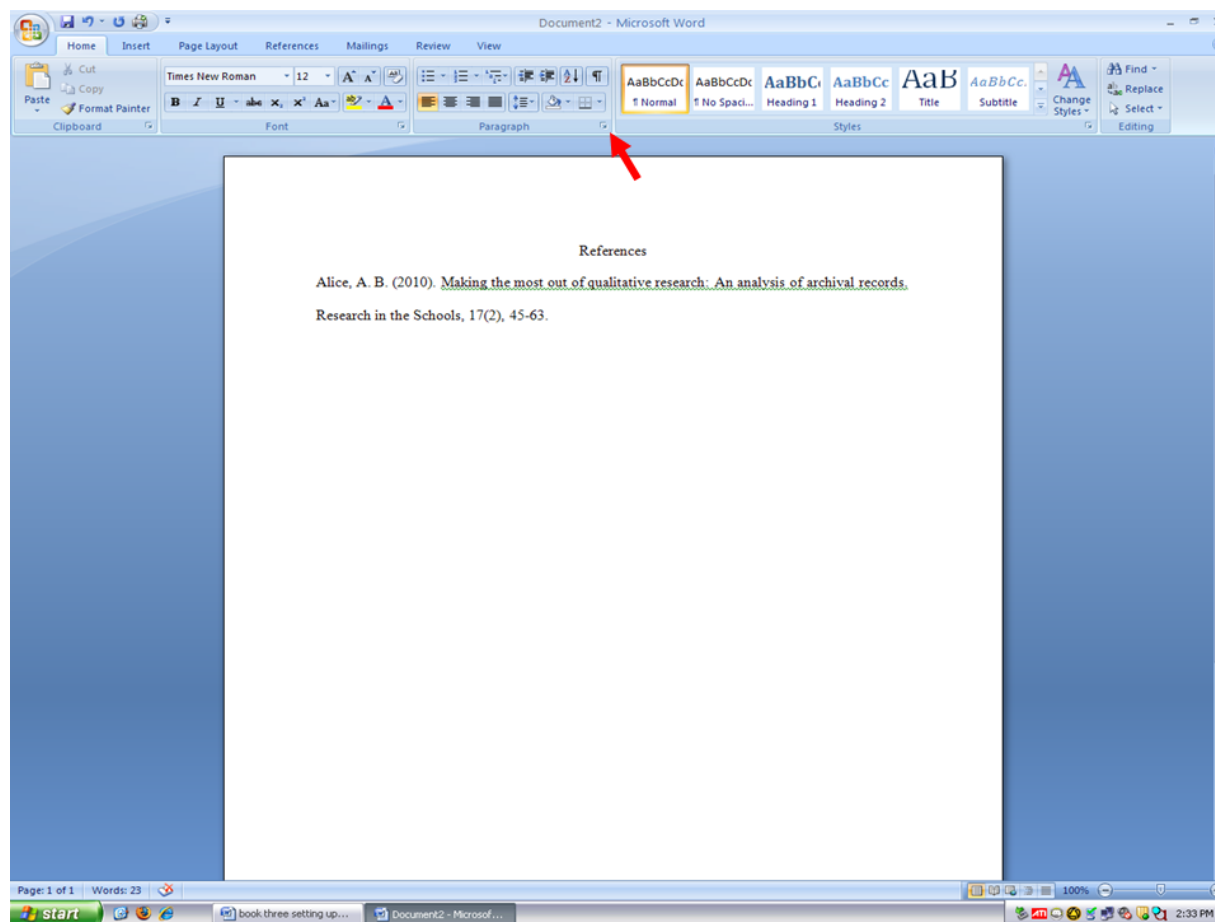
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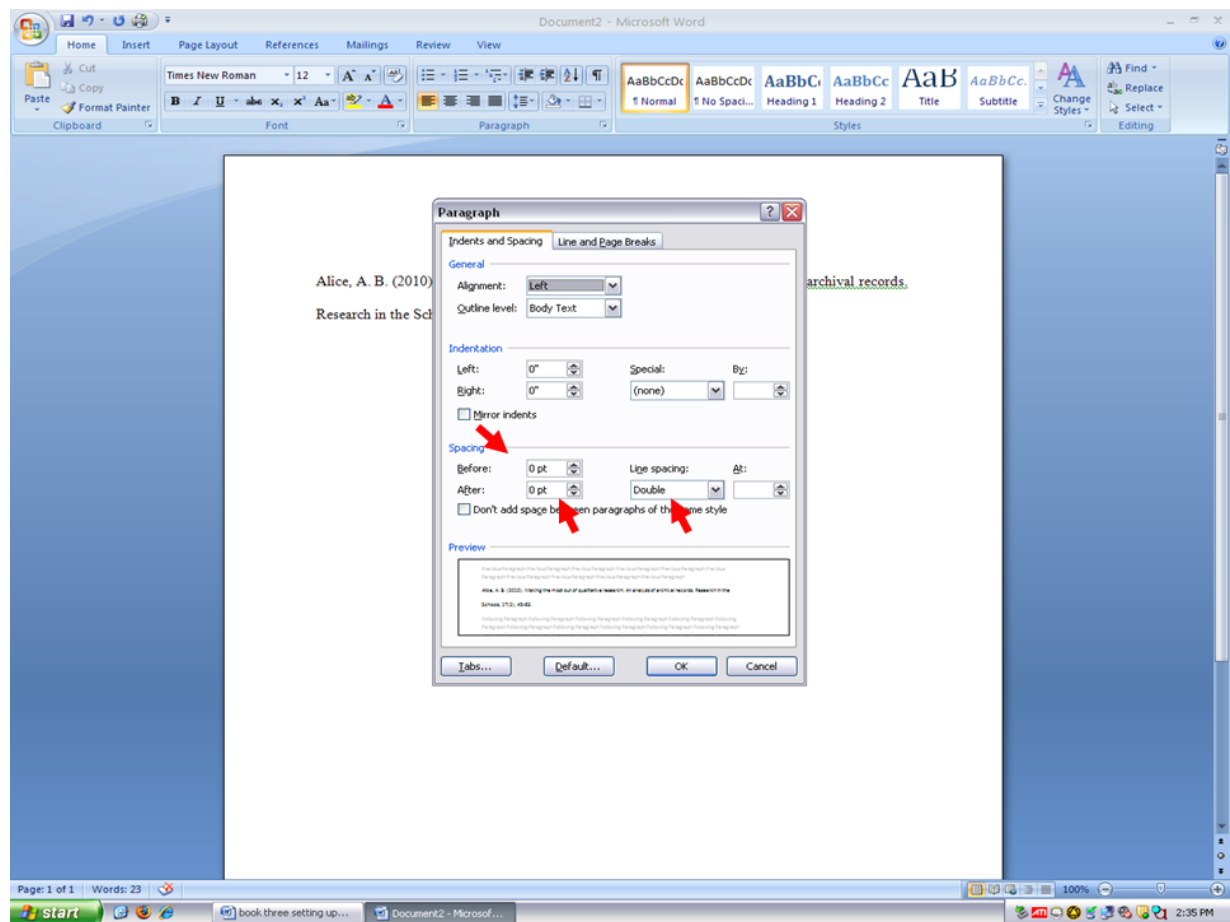
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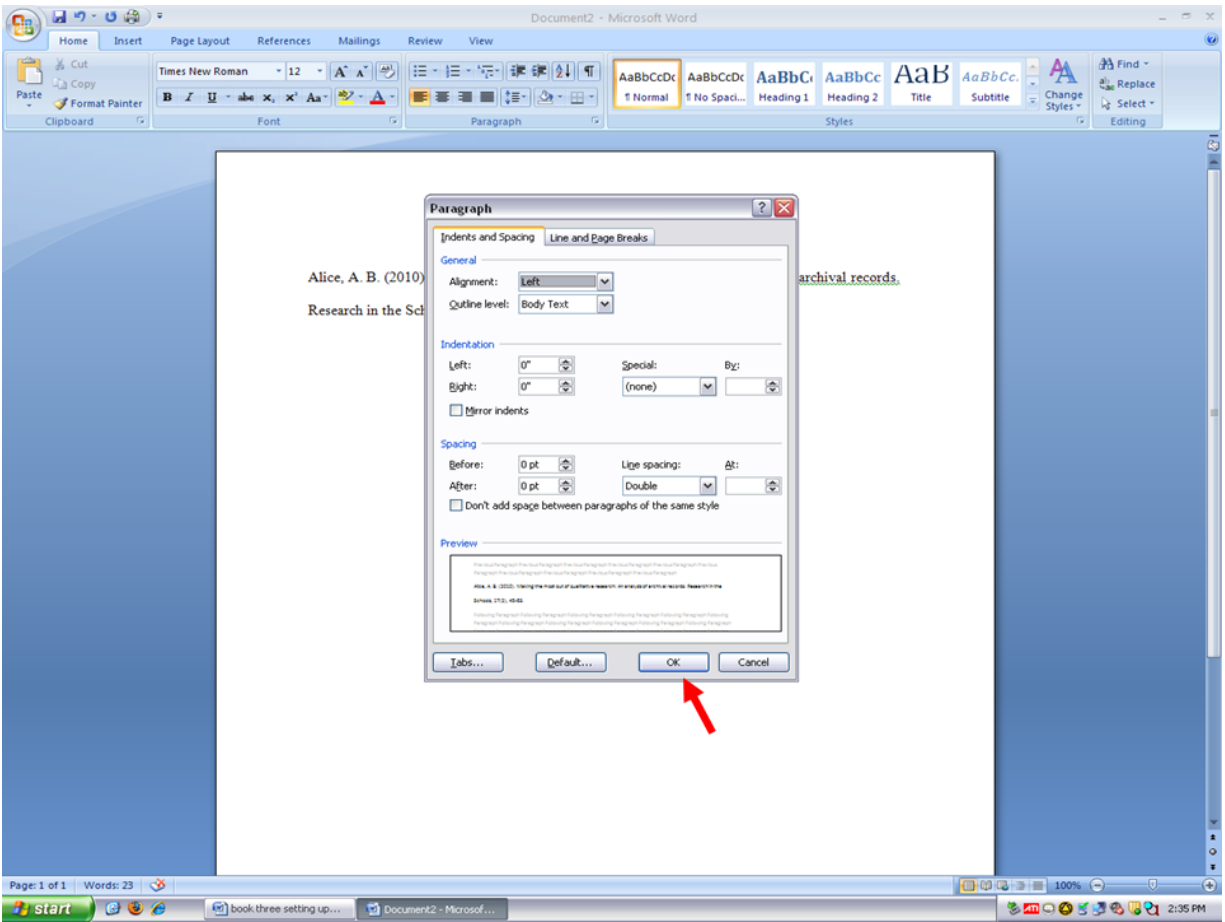
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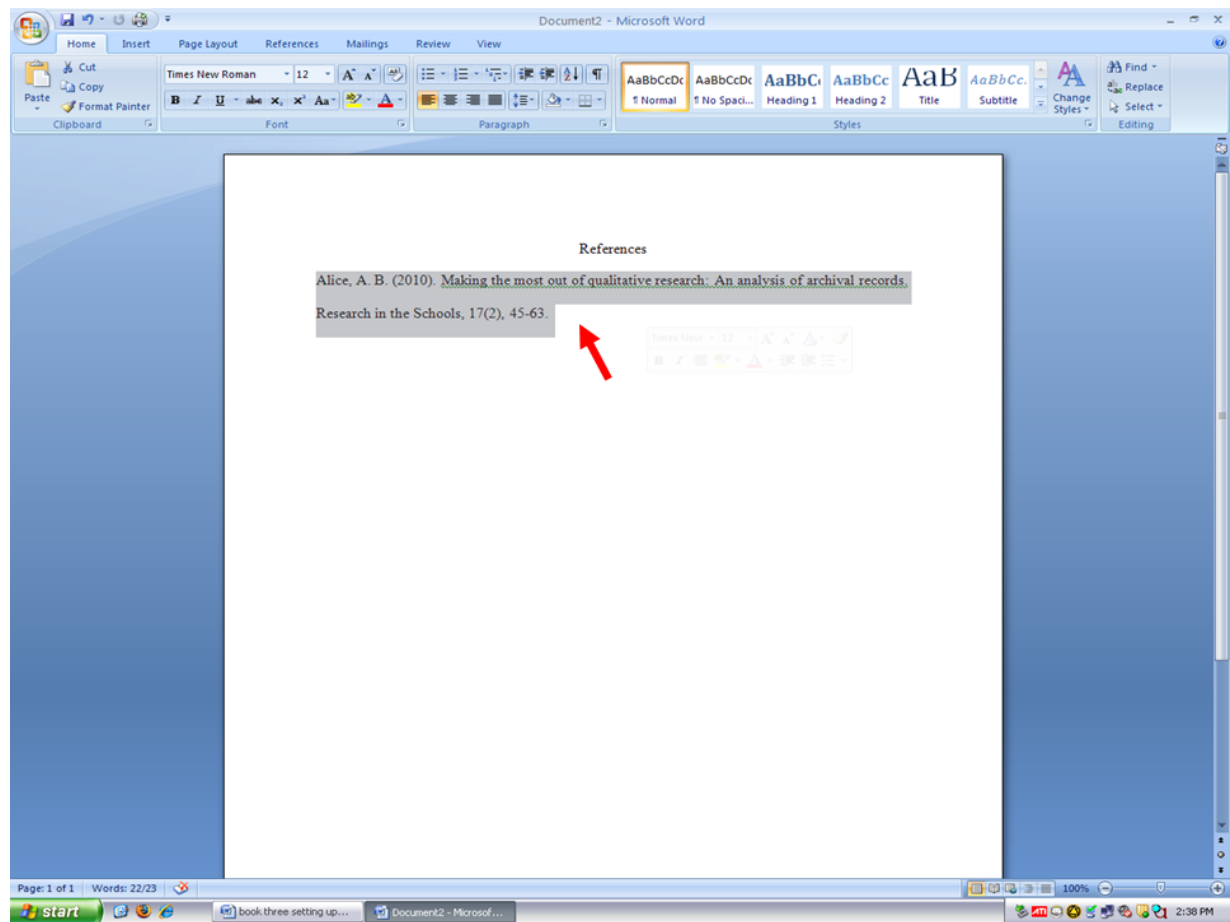
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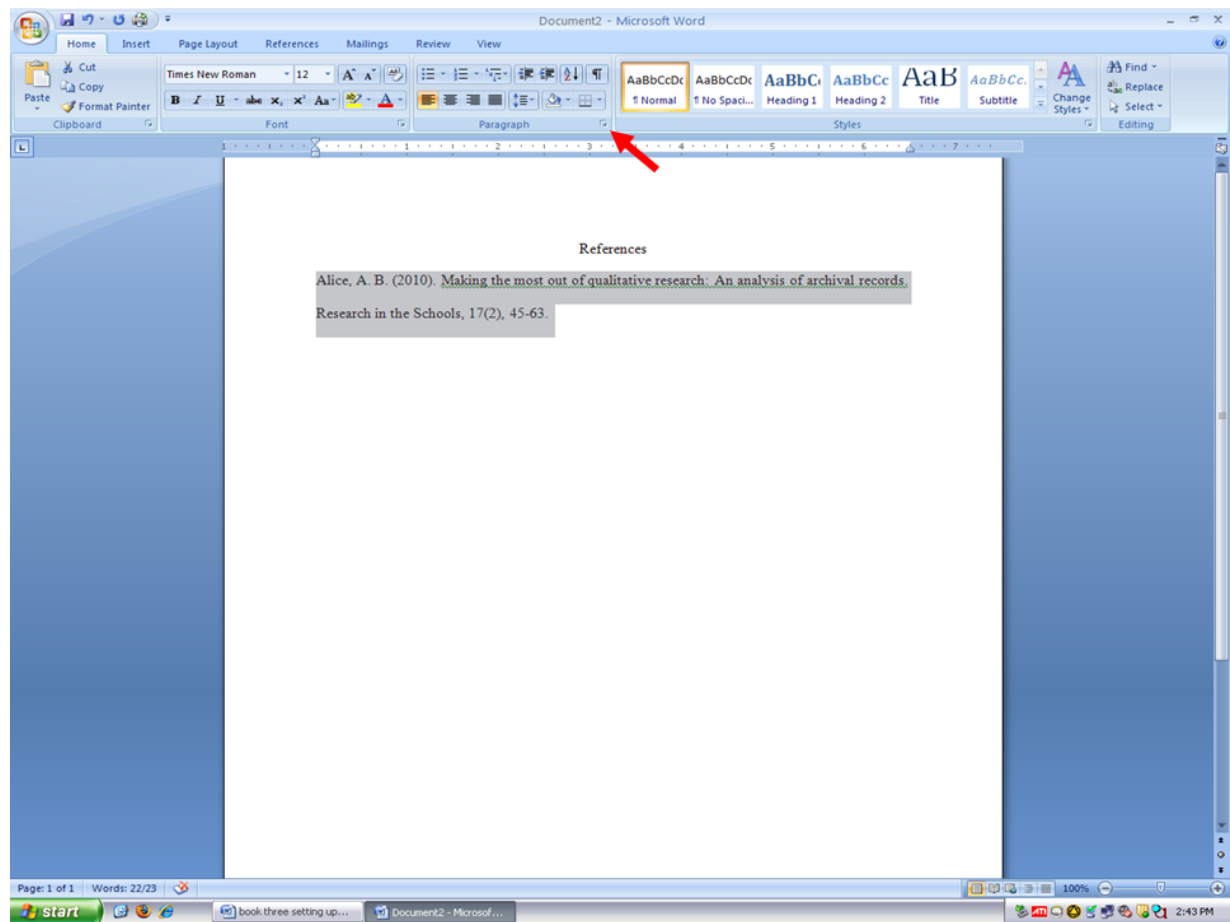
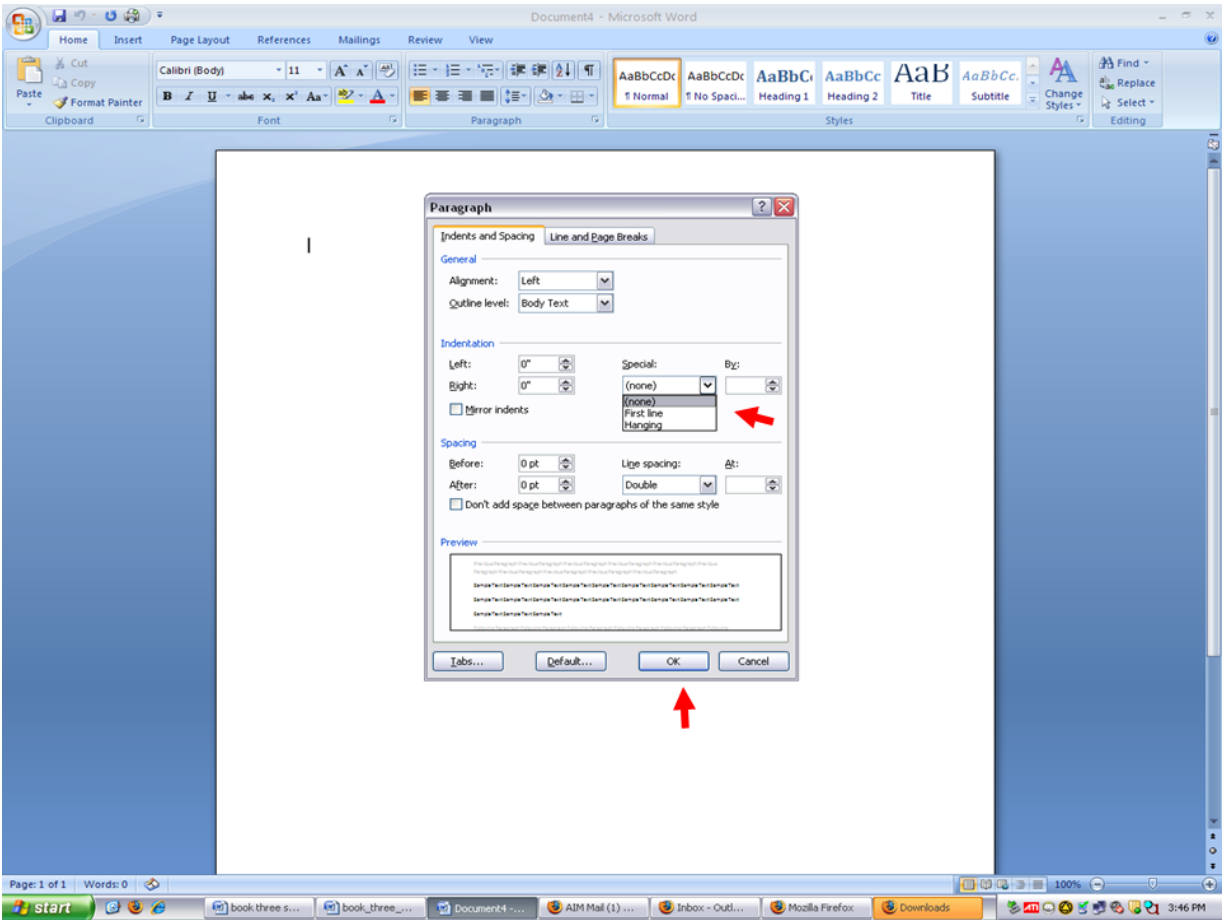**Then click on OK and you will be returned to the References page.**

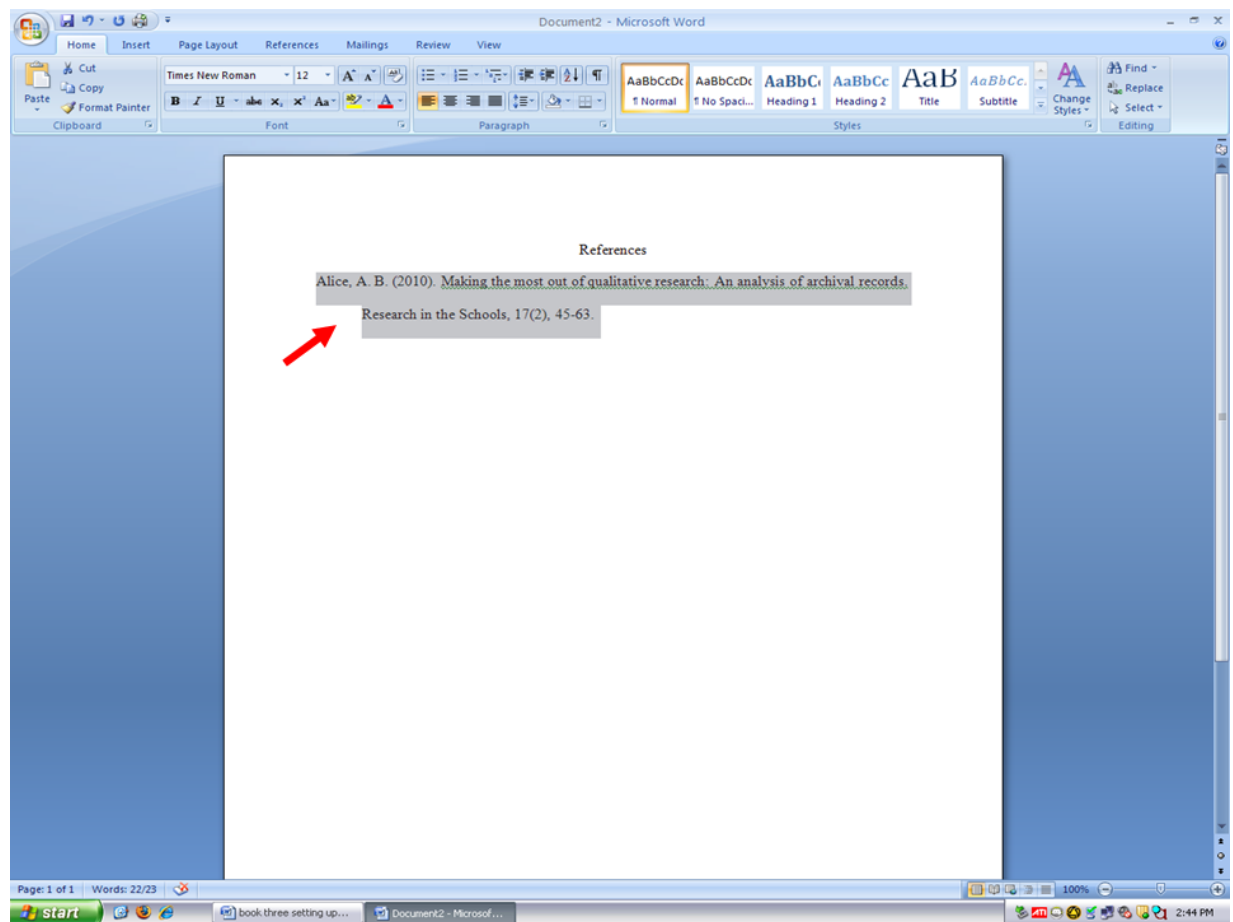**Highlight the reference that was just typed in.**
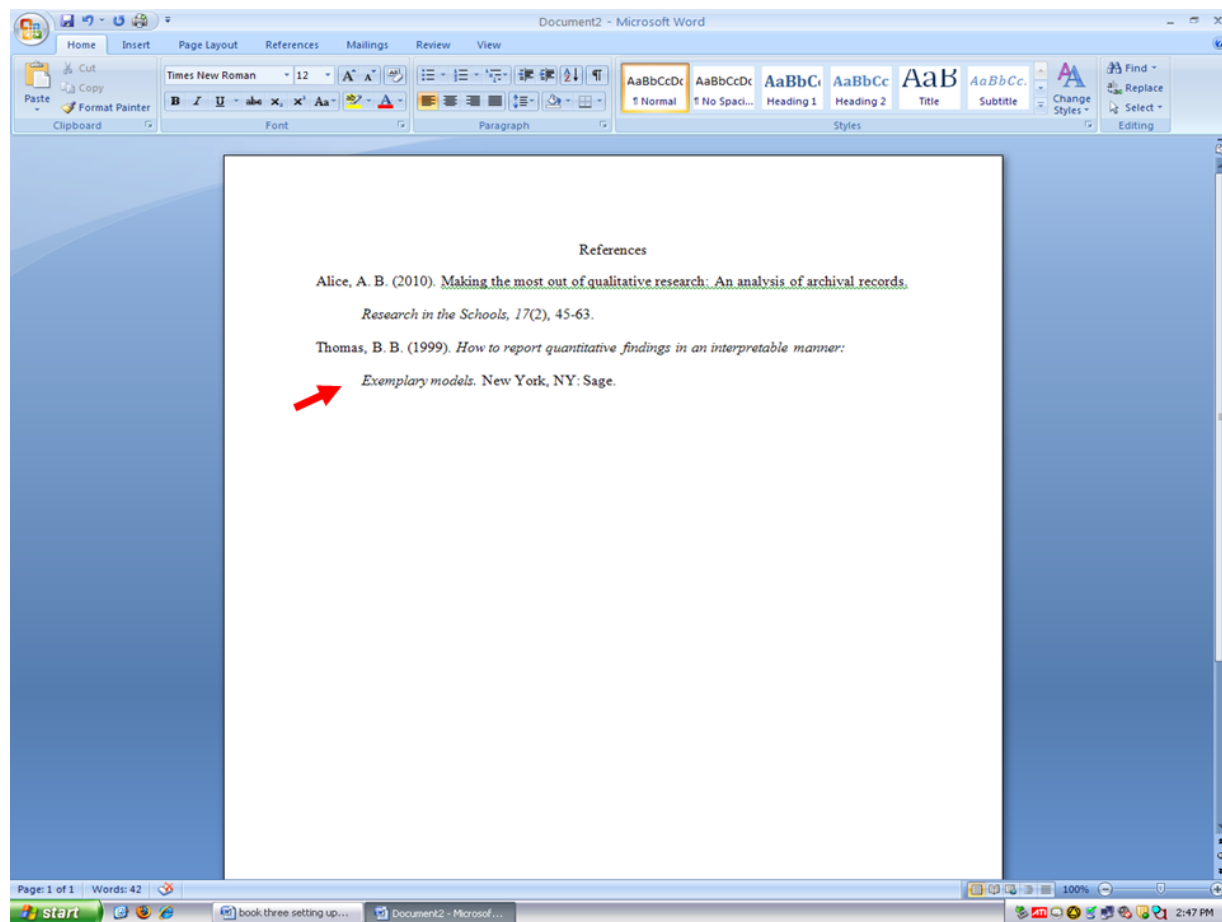
Click on the Paragraph (right side of the Paragraph button).

- **Click on Special:**
- **Change the indentation to "Hanging"**
- **Then OK**

Doing so will then move the second line of this citation over. It is now properly indented.

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